



Health & Safety Policy

Policy number	BS033
Applies to	Whole School
Endorsed by	DFO
Responsibility	DFO
Date reviewed	June 2023
Next review	June 2024

Document Control	
Document Title:	Health & Safety Policy
Policy number:	
Version:	1
Summary of Changes from Previous Version:	
Name of Originator/Author:	DFO
Name of Responsible Committee	
Date Issued:	
Review By Date:	Annually
Applies to:	Whole school

Health & Safety Policy

Contents

1.	Scope	6
2.	Health and Safety Legislation.....	6
3.	Organisation.....	6
4.	Trustees Of the Harpur Trust	6
5.	Bedford School Committee (BSC)	6
6.	Head Master.....	7
7.	Director Of Finance & Operations.....	7
8.	Operations Director	7
9.	Estates & Facilities Manager (School Safety Co-ordinator)	8
10.	Heads Of Department (Teaching)	8
11.	Head of Maintenance / Head Porter / Head Groundsman / Head of Security & Transport.....	9
12.	External Health and Safety Advisors	9
13.	The School Nurse.....	10
14.	All Staff	10
15.	Contractors.....	10
16.	School Health and Safety Committee	10
17.	Consultation and Training	12
18.	Diagram Showing the Organisation for Health and Safety	13

Health and Safety Statement

This Statement sits under the overarching Harper Trust Health & Safety Statement and is the statement of the Bedford School Committee to whom responsibilities have been devolved.

The Bedford School Committee fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of 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 governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Bedford School by appointing a governor with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head Master. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

- *The governor overseeing health and safety* attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A 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 each term's Health & Safety committee meeting.
- An annual report is presented to the Bedford School Committee together with any other issues on health and safety that the School committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports are considered by the Finance & Resources Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

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 Operations Director arranges regular external deep cleaning and pest control services.

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 in line with the Fire Management Policy. The Health and Safety Committee should review this risk assessment every time it is amended.

An external health and safety consultant reviews 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 Finance & Resources Committee.

The school has a Water Hygiene Policy for legionella.

The school has a Training Policy in place for the training and induction of new staff in health and safety related issues which should include 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 technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided where required.

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 Head Master, the Director of Finance & Operations (DFO) and other members of the Core Management Team (CMT) in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the DFO.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They 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.

Health & Safety Policy

1. Scope

- 1.1 This Policy forms part of the health and safety arrangements for Bedford School. It outlines the organisation arrangements in place to achieve compliance with the duties contained within the Health and Safety at Work etc Act 1974.
- 1.2 Bedford School is committed to the wellbeing and safety of all its employees, pupils and visitors. This will be achieved by embedding a positive learning culture of risk assessment and encouraging the reporting of incidents and near misses.
- 1.3 This policy outlines the organisation, planning and implantation of Health and Safety measures. Staff must also read the School's Risk Management Policy to understand how risks are managed.
- 1.4 This policy should be read in conjunction to other related and subject specific policies and procedures.

2. Health and Safety Legislation

- 2.1 The Health and Safety (H&S) approach governing this policy is contained in, but not limited to, the Health and Safety at Work Act 1974; Management of Health at Work Regulations 1999 and Workplace (Health, Safety and Welfare) Regulations 1992. Under these legislative requirements, employers are required to carry out a "suitable and sufficient" assessment of all significant hazards in the workplace in order to identify the risk to employees and other people who may be affected by, or have connection with, any work activity.

3. Organisation

- 3.1 This 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. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of the document.

4. Trustees Of the Harpur Trust

- 4.1 The Trustees have overall collective responsibility for health and safety within the Harpur Trust and School. They will constantly monitor the effectiveness of the implementation of the Harpur Trust Policy and will review the Policy on an annual basis. The Trustees will ensure that any changes in this Policy will be drawn to the attention of all employees.
- 4.2 For administrative purposes, the responsibilities of the Trustees surrounding Bedford School are devolved to the Bedford School Committee.

5. Bedford School Committee (BSC)

- 5.1 The BSC has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the

Health & Safety 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. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. 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. The Board will hold the Head Master to account in respect of the requirements set out in this policy.

6. Head Master

- 6.1 The Head Master will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head Master will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist BSC 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. The Head Master will also report to the BSC annually on health and safety and will assist BSC in implementing changes in the Policy which BSC have approved. The Head Master will be responsible for the implementation of an Emergency Plan.

7. Director Of Finance & Operations

- 7.1 The Director of Finance & Operations (DFO) will have delegated by the Head Master the day to day management responsibility for Health & Safety. The DFO is the School Safety Officer and will:
- Produce the School policies on H&S and Risk Assessment;
 - Ensure that effective a H&S system, including the H&S Committee and learning from incident and information are in place and resourced;
 - Appoint a School Safety Co-ordinator, the Estates & Facilities Manager;
 - Ensure that competent persons and authorities are employed to conduct risk assessments and technical support as needed;
 - Ensure with the support of the Operations Director, and Estates & Facilities Manager that the built estate is safe and compliant;
 - Chair the school's H&S Committee meeting; and
 - Provide H&S updates to governors and Trustees.

8. Operations Director

- 8.1 The Operations Director will:
- line manage and support the School Safety Co-ordinator;
 - ensure that the built estate is safe and, in particular, that competent persons are utilised to assess specific risks, conduct inspections and planned preventative maintenance;
 - ensure that there is adequate risk and policy awareness of Health and Safety matters across the school;

- ensure that estates departments and contractors are operating safely in line with safe working practice;
- adjust and improve working practices based on changes to regulations and compliance and incident; and
- provide updates and reports for the Core Management Team and committees as required.
- ensure that all commercial activities on and off site, are adequately risk assessed and conducted safely and in accordance with School and policies.
- compliance with the Construction (Design and Management) Regulations;
- ensure that school minibuses are safe and compliant and driver training is in date;

9. Estates & Facilities Manager (School Safety Co-ordinator)

9.1 The Estates & Facilities Manager will

- act as the lead competent person for Health and Safety (as defined by the HSE);
- be responsible for fire safety;
- advising the Head Master and DFO on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training;
- monitoring health and safety within the School and raising concerns with the DFO;
- provide advice and support to School management and staff on all aspects of H&S;
- review policies and procedures for compliance and implementation;
- conduct investigations into accidents, incidents or near-misses;
- discuss with managers lessons learnt from issues reported and advise on any remedial actions to be put in place to avoid a re-occurrence;
- propose changes to working practices/policies to comply with legislation;
- provide Occupational Health and Safety advice in line with current legislation;
- support staff in the conduct of risk assessments as required;
- keep abreast of changes to regulatory requirements and good practice and support needed changes;
- compile accident statistics including those reportable under RIDDOR and report trends to the Health and Safety Committee;
- work with managers on the recognition of Health and Safety training requirements;

10. Heads Of Department (Teaching)

10.1 The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science

- Sports activities – Director of Sport
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Director of Art
- Music – Director of Music
- Design & Technology – Head of Design & Technology
- Outdoor lessons – Director of Studies
- Trips and visits – Educational Visits Co-ordinator
- Catering – General Services Manager, Chartwells
- Cleaning – Domestic Services Manager
- Ammunition and firearms – Combined Cadet Force Commanding Officer

10.2 They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

11. Head of Maintenance / Head Porter / Head Groundsman / Head of Security & Transport

11.1 The Head of Maintenance Engineer, Head Porter, Head Groundsman and Head of Security will assist with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors..
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos, radon gas
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

12. External Health and Safety Advisors

12.1 The DFO will arrange as appropriate for external consultants to **advise** on matters of health and safety within the School. Such provision may include:

- provide advice and support to school management and staff on all aspects of H&S;
- review policies and procedures for compliance and implementation;
- conduct investigations into accidents, incidents or near-misses;
- discuss with managers lessons learnt from issues reported and advise on any remedial actions to be put in place to avoid a re-occurrence;
- propose changes to working practices/policies to comply with legislation;
- provide Occupational Health and Safety advice in line with current legislation;
- support staff in the conduct of risk assessments as required;
- keep abreast of changes to regulatory requirements and good practice and support needed changes;

- compile accident statistics including those reportable under RIDDOR and report trends to the Health and Safety Committee;
- work with managers on the recognition of Health and Safety training requirements; and
- support the Operations Director in the delivery of fire safety.

13. The School Nurse

13.1 The School Nurse will be responsible for:

- Maintaining an accident book and the timely reporting of notifiable accidents to the DFO who will report them to the Health & Safety Executive.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.

14. All Staff

14.1 The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / School Safety Co-ordinator of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- to co-operate by reading and following H&S policies, risk assessments and associated safety instructions;
- not to endanger themselves or others and take efforts to stop or remove risks where it is safe to do so;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- immediately report situations or practices which could cause injuries or ill-health to their Head of Department or the H&S Advisor;
- proactively assess risks in their areas and remove hazards; and
- report all accidents, incidents, dangerous occurrences and near misses in accordance with the School Accident Reporting Policy.
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

15. Contractors

15.1 All contractors working on School premises are subject to the Contractors Management Policy.

16. School Health and Safety Committee

16.1 The Committee will meet once a term, and is chaired by the DFO. The Governor responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- **Assistant to the DFO** – Secretary to the Health and Safety Committee. Publishing updates to the School's Health and Safety Policy as required. Monitoring follow-up work of the Committee. Upkeep of all records relating to Health and Safety issues.
- **Operations Director** – promotion Health & Safety at Work (HSW) awareness across all operational teams. Deputise for the DFO as required.
- **Head of Science Department** – HSW awareness in Science departments in the School. Liaison with staff in Science department on HSW matters. Implementation of that part of the HSW policy statement dealing with Science departments and keeping it under review.
- **Director of Sport** – HSW awareness during recreational activities and sports. Liaison with other PE staff and masters in charge of other sports on HSW matters. Implementation of that part of the HSW policy statement dealing with sports and swimming and keeping it under review.
- **Senior Boarding Housemaster** – HSW awareness in Boarding Houses.
- **Events and Enterprises Officer** – Liaison with hirers of recreational facilities including the swimming pool and Main School on HSW matters. Implementation of that part of the HSW policy statement dealing with hirers and keeping it under review.
- **Head of D&T** – HSW awareness in the D & T department and liaison with other technical staff on HSW matters. Implementation of that part of the HSW policy statement dealing with D&T matters and keeping it under review.
- **Prep School Deputy Head** – HSW awareness in the Prep School.
- **Recreation Centre Manager** - Ensuring safety of equipment in use and the facilities within the Recreation Centre including the Swimming Pool.
- **Estates & Facilities Manager** – Liaising with outside contractors and the implementation of safe systems of work on site.
- **Educational Visits Coordinator** – Monitoring the organisation of educational visits off site and assisting masters in charge in planning these effectively with safety of paramount importance.
- **Head of Maintenance** – Implementation of HSW policy by the School's Maintenance Team and observance of correct HSW procedures by outside contractors.
- **Head Porter** – Support Staff Representative. Observance of sound HSW procedures by School porters and safe practices around the School Campus.
- **Head Groundsman** - Observance of sound HSW procedures by School ground staff. Securing of dangerous equipment so that it presents no hazards to users of the School Grounds.
- **Senior Nurse** – HSW awareness within the Medical Centre and in consultation with the School Doctor ensuring the correct observance of all HSW procedures on medical health. Monitoring incidence of injuries.
- **Domestic Services Manager** - Observance of sound HSW procedures by School cleaners and matrons.
- **Quarry Theatre Director** – HSW within the QT and theatre staff.

- **Health & Safety Adviser** – the school’s external H&S advisor will normally attend all meetings to advise particularly on new statutory regulations.
- Other staff representatives may be co-opted onto the Committee dependent upon matters for consideration on the agenda.

16.2 The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

17. Consultation and Training

- 17.1 The School will involve employees at all levels in the continual improvement in Occupational H&S management and performance, through the H&S committee, information, instruction and training.
- 17.2 Department managers must ensure that new staff are inducted on all H&S matters connected with their work areas before they start work.
- 17.3 Specific H&S training can be supplied by the School Safety Co-ordinator in the first instance.

18. Diagram Showing the Organisation for Health and Safety

