

HEALTH & SAFETY POLICY¹

Statement of Intent

As Governors of the Stamford Endowed Schools¹ we recognise, under the *Health and Safety at Work Act 1974* (HASAWA), our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our pupils, employees, contractors, visitors (including parents) and others who could be affected by the School's activities. In our role as the employer we also attach high priority to ensuring that all the operations within the School's environment, both educational and operational, 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.

The Governors accept these duties and it will continue to be their policy to promote standards of health, safety, and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility of key and central importance.

HASAWA also puts obligations on employees to be responsible for their own safety.

The Governors delegate day-to-day responsibility for the management and operation of health and safety at the Schools to the Core Executive Team (CET) through the Principal. The Governors will issue guidance and review the practices of the CET and of other employees to ensure that they fulfil their respective responsibilities in taking all such steps as are reasonably practicable to ensure appropriate systems and processes are in place, including:

- the maintenance of safe and healthy working places and systems of work and to protect all employees, students and others, including the public, in so far as they are exposed to foreseeable work hazards;
- the provision and maintenance of a safe, healthy and secure teaching environment for all employees and students with adequate facilities and arrangements for their welfare;
- the provision for all employees and students with the information, instruction, training and supervision that they require to work safely and efficiently;
- the development of safety awareness amongst all employees and students and, through this, to create individual responsibility for health and safety at all levels;
- the provision of proportionate control measures in the event of public health incidents;
- the provision of a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environment;
- the effective control of the activity of all outside contractors when on the School's premise and observe the requirements of the *Construction (Design and Management) Regulations 2015*;
- the encouragement of a full and effective ongoing two-way consultation on health, safety and wellbeing matters by utilising the management structure of the CET and the School's Health and Safety Committee;

¹ In this document the Stamford Endowed Schools will be abbreviated to the term the Schools and refers to Stamford Junior School (including the Nursery), and Stamford School and any legitimate activities that may take place away from the school sites.



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- the assurance that this Policy is used as a practical working document and that its contents are publicised fully;
- the review of this Policy annually and revise it as necessary; and
- the selection from amongst their body a Governor with specific responsibility for oversight of Health & Safety.

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 meet the requirements of the Regulatory Reform (Fire Safety) Order 2005. The School will follow the advice given in the guidance documents for *Fire Risk Assessment - Education Premises* and *Fire Risk Assessment – Sleeping Accommodation* issued by the Department for Communities and Local Government.

The Schools recognise the guidance contained in [Health & Safety: Responsibilities and Duties for Schools](#) updated by the Department for Education in April 2022 and intends to follow the good practice recommendations it makes.

The School will provide and maintain a written risk assessment of the risks to the health, safety and wellbeing of its employees whilst they are at work as well as persons not in the School's employment arising out of or in connection with the School's activities as required by the *Management of Health and Safety at Work Regulations 1999* and outlined in the *SES Risk Assessment Policy*. The Head of Safety & Compliance will advise on risk assessments, which may be prepared by other members of staff.

The Governors have appointed Pearson Webb Consulting Ltd as Competent Persons to provide the necessary legal, technical, and practical health and safety assistance and information and to provide an independent monitoring service of the activities of the School.

A strategic overview of health & safety matters will be maintained by the CET drawing on the key themes emerging from the Health & Safety Committee held each term. A report on health & safety matters shall then form part of the agenda for termly meetings of the Governor's Safeguarding Committee with an annual report also submitted to the Full Governing Body.

This Policy is brought to the attention of all employees.

Author/Reviewer	Jaret Bennett (Head of Safety & Compliance)/ Dean White (Bursar)	Date of Last Review	Summer 2024
Applicable to	All	Date of Next Review	Summer 2025



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APPENDIX A

SES RESPONSIBILITIES AND ORGANISATION FOR HEALTH AND SAFETY

The Governors

The Governors have responsibility for health, safety and wellbeing within the School and they will monitor the effectiveness of the implementation of this Policy and advise the Core Executive Team (CET) that changes are necessary as a consequence of this.

The Governors will adopt the guidance provided in *INDG417 (rev1) Leading Health and Safety at Work: Actions for Directors, Board Members, Business Owners and Organisations of All Size* (HSE, 2013) to ensure that:

- there is strong and active leadership from the top, with visible, active commitment from the Governing Body;
- there are effective 'downward' communication systems and management structures in place;
- there is an integration of good health, safety and wellbeing management with business decisions;
- the workforce is engaged in the promotion and achievement of safe and healthy conditions;
- there is effective 'upward' communication in place;
- the School has access to competent advice on health, safety and fire matters;
- the School has a Health & Safety Policy in which management responsibility for health and safety is clearly defined;
- the appropriate organisational arrangements relating to the management of health and safety exist and are monitored and reviewed (including the identification and management of health and safety risks); and
- sufficient resources are allocated within the budget to allow for the effective implementation of the Health and Safety Policy and all related procedures.

The Principal

The Principal will be responsible to the Governors for the safe functioning of the Stamford Endowed Schools. They will:

- promote a positive culture of health, safety and wellbeing across the Schools;
- ensure the co-operation of all staff and students at all levels as regards working to this Policy;
- be responsible for ensuring that all staff fully understand their responsibilities with regards to health & safety and are given both the time and the encouragement to pursue them;
- ensure that all staff have the time and opportunity to attend appropriate health & safety training and that such training is delivered on a timely and regular basis;
- ensure that the CET receive and consider regular reports on health, safety and wellbeing, including the implementation and effectiveness of this policy;
- provide support for the promotion of accident, incident, work-related ill-health and near miss reporting throughout the Stamford Endowed Schools and the subsequent lessons learned process from that reporting.



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The Chief Finance & Operating Officer (CFOO)*

The CFOO is responsible to the Principal for the following health, safety and wellbeing elements and will:

- monitor the implementation and effectiveness of this Policy and report back to the Governors, Principal as appropriate;
- recommend changes in the Health and Safety Policy in the light of experience;
- raise any items of concern at CET meetings;
- ensure that adequate resources are allocated to health, safety and wellbeing management;
- chair the Health and Safety Committee;
- monitor the operation and effectiveness of the Health and Safety Committee as appropriate;
- be responsible for ensuring this Policy or any procedures, through changes in the law, are updated as required;
- ensure that termly reporting on health and safety matters is made to Governors and to liaise on matters arising with them from that reporting;
- to ensure that health, safety and wellbeing objectives are enacted;
- line manage the Head of Safety & Compliance;
- delegate their listed responsibilities as deemed appropriate.

*This post is currently not filled and this policies responsibilities are delegated to the Director of Estates & Facilities

Head of Stamford Junior School

The Head will be responsible to the Principal for the safe functioning of all activities in their school. They will:

- engender a culture of health, safety and wellbeing in their school, including ensuring health & safety is a regular agenda item at SLT and department meetings;
- constantly monitor the implementation and effectiveness of the Policy as regards both academic and non-academic work in their school and report back to CET as appropriate;
- consult with and take advice from the CFOO, Director of Estates & Facilities, the Facilities Manager and the Head of Safety & Compliance as required;
- ensure the co-operation of all staff and students of health, safety and wellbeing matters, with specific responsibility for upwards and downwards communication and staff consultation;
- be responsible for ensuring that all heads of department, house parents and all staff fully understand their responsibilities and are given both the time and the encouragement to pursue them;
- take steps to ensure that any changes in curriculum and changes in systems of work are considered for their health and safety implications;
- ensure that the importance of delivering appropriate health, safety and wellbeing training is disseminated to all staff;
- provide support for the promotion of accident, incident, work-related ill-health and near miss reporting throughout their respective Schools and the subsequent lessons learned process from that reporting.

It is specifically noted that on a day-to-day basis the delivery of these responsibilities may be delegated to the SJS Deputy Head (Academic)/SJS Deputy Head (Pastoral).



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Director of Estates & Facilities

The Director of Estates & Facilities is responsible to the CFOO for ensuring that the physical estate promotes health & safety and that all statutory compliance obligations relating to the estate are met.

As such they will:

- be the responsible person for the management of asbestos and legionella;
- be responsible for ensuring that necessary maintenance contracts are in place to maintain all fixed elements of the estate;
- ensure there is an adequate system of statutory compliance and testing in place across the estate, and that all documentation relating to statutory compliance is maintained in a current condition and is readily available for inspection. To include:
 - asbestos surveys, registers and management plans;
 - legionella risk assessments;
 - fixed wire electrical installations;
 - portable appliance testing;
 - control of contractors;
 - local exhaust ventilation;
 - pressure systems;
 - lifts;
 - gas safety checks.
- ensure where individual employees are given posts of responsibility, that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given in a way that promotes health & safety;
- ensure that any third-party contractors working on the estate work in a manner that is compliant with this policy and any other appropriate legislation or guidance;
- ensure all risk assessments as appropriate and necessary are conducted within the departments under their control (including SES Enterprises);
- ensure that all employees (including employees of SES Enterprises), under their managerial control, receive and are up to date in the required health & safety training necessary to fulfil the role they undertake;
- undertake any further responsibilities allocated in the health & safety procedures and guidance.

Director of People

The Director of People is responsible to the Principal for the following health, safety and wellbeing elements and will:

- ensure that staff can access external help for stress (counsellors, employee assistance programme);
- record absence data and undertake surveys, so that trends and issues can be identified;
- implement strategies to improve staff wellbeing;
- write risk assessments relating to staff stress in the workplace and wellbeing;
- arrange training around staff wellbeing.



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Head of Safety & Compliance

The Head of Safety & Compliance, who may hold other duties, is responsible to the CFOO and Director of Estates & Facilities for advising and monitoring health & safety procedures, which are to include the following actions:

- acting as a member of the Health and Safety Committee;
- bringing to the attention of the facilities staff any remedial work required;
- advising all departments on matters concerning health and safety;
- maintaining a working knowledge of current health and safety legislation;
- liaising with SES' external Health and Safety Consultants on matters of health and safety and assisting in their annual inspection;
- carrying out risk assessments as required and assisting departments to complete their own;
- maintaining a register of all recorded risk assessments;
- reviewing risk assessments as appropriate;
- ensuring departments complete Control of Substances Hazard to Health (COSHH) assessment sheets;
- on the instruction of the CFOO or Director of Estates & Facilities, investigating and reporting on accidents or near misses, and communicating lessons learnt for the future;
- bringing to the attention of the CFOO or Director of Estates & Facilities failures in any health & safety procedures;
- ensuring that regular testing of all fire systems takes place;
- ensuring that Fire Risk Assessments are reviewed annually and that any recommendations are monitored to completion;
- reviewing health & safety procedures and guidance;
- through Heads of Department, conducting reviews of all risk assessments ensuring in the process that all employees have been made aware of the risk assessments relevant to the work they undertake;
- assisting in arranging and co-ordinating any health & safety training that is required within the Schools. This does not remove the responsibility of Line Managers in ensuring that their staff are appropriately trained in health and safety matters;
- undertaking any further responsibilities allocated within health and safety procedures and guidance.

SS Deputy Head/Head of Sixth Form/SJS Deputy Head (Academic)/SJS Deputy Head (Pastoral)

In addition to any duties delegated to them by the Principal or Head of Stamford Junior School, the SS Deputy Head/Head of Sixth Form/SJS Deputy Head (Academic)/SJS Deputy Head (Pastoral) will be responsible for:

- actively monitoring health, safety and wellbeing compliance within their own school;
- monitoring that Heads of Departments are fulfilling the health, safety and wellbeing responsibilities allocated to them;
- checking that teaching departments have appropriate risk assessments in place;
- ensuring students are aware of their health and safety responsibilities (for example, fire drills);
- ensuring termly fire drills are carried out across all buildings of their own school;
- supporting staff to receive appropriate and necessary health and safety training.



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- working in collaboration with the Director of Estates & Facilities and the Head of Safety and Compliance in areas relating to statutory compliance, health and safety and crisis planning.

Heads of Department (including teaching, operations, support, and professional services departments)

Head of Departments will be responsible to their Line Manager member for the following:

- ensuring that their department is run according to the standards laid out in this Policy and that health and safety is a regular agenda item within departmental meetings;
- ensuring that the staff working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility to include risk assessment appropriate to the activities being undertaken, any PPE requirements and the statutory compliance standards for any machinery within their department;
- ensuring that these members of staff are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters;
- arranging statutory testing of department equipment on a timely and regular basis;
- notifying their Line Manager of any matters within this field that they feel are beyond their competence to deal with;
- reporting, in the first instance, to the Facilities Manager any accidents, incidents, work related ill-health, near misses, hazards or damage for appropriate investigation;
- where appropriate, ensuring adequate supervision for students both inside the Schools, during normal teaching activities, and on external trips as detailed in the *Educational Visits Policy*;
- with regard to the *COSHH Regulations*, notifying directly to the respective Facilities Manager any new substances that are required to be purchased by their department;
- ensuring that the staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies.

Facilities Managers

The Facilities Managers at the respective schools will:

- act as the health, safety and security focal point for all operations staff and activities;
- ensure the safe management of contractors on their site;
- assist in the running of fire drills on their site;
- ensure that risk assessments are in place for all activities and areas for which they have responsibility;
- ensure that all employees, under their managerial control, receive and are up-to-date in the required health and safety training necessary to fulfil the role they undertake;
- undertaking any further responsibilities allocated in health & safety procedures and guidance.

Boarding House Parents

Apart from the normal supervisory role, house parents will have specific health & safety duties, as follows:

- to know exactly what personnel, including students and staff, are present overnight in each respective house;



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- to ensure that all fire doors are kept closed at night, this duty cannot be delegated to students;
- a responsibility to report any hazards/defects that they observe in the boarding accommodation (that they are unable to resolve themselves) in a timely manner;
- to make arrangements for fire practices, including night time practices, at the agreed frequency (*see Fire Safety Policy*);
- to ensure that all students and sleeping-in staff in the house are fully familiar with all fire instructions;
- to monitor all the dormitories and rooms as to correct use of electrical equipment;
- to ensure that all means of escape in case of fire are at all times kept free and unobstructed;
- to inform the Facilities Manager if there are any problems with the location and allocation of fire extinguishers;
- to ensure that fire arrangements in their domestic accommodation are such as not to prejudice means of escape from the boarding house;
- to monitor the dormitories/rooms to ensure that no drapes or soft furnishings are brought in which might prejudice the fire integrity of sleeping areas.

Educational Visits Co-ordinator

The Educational Visits Co-ordinator (EVC) is an important role which is defined within the *Educational Visits Policy* and will:

- vet on behalf of the Heads, applications, including risk assessments, submitted by members of staff for off-site activities;
- recommend off-site activity applications for approval by the Heads;
- ensure staff comply with the requirements of the *Educational Visits Policy*;
- carry out an annual review of all visits procedures and monitor their use;
- assist staff with the production of visit risk assessments;
- keep records of individual visits through the Evolve system.

Members of the Health & Safety Committee

The Members of the Health & Safety Committee are a vital link in the flow of information required between management and workplace by the *Management of Health and Safety at Work Regulations 1999*; their responsibilities include:

- attending meetings of the Health & Safety Committee as required;
- monitor the effective implementation of the Health & Safety Policy;
- acting as a conduit for views and information between their area of work and the School management both in and out of committee;
- reviewing the *Risk Assessment Policy* and considering issues, on a case-by-case basis, where additional risk assessments are considered necessary;
- consider accident and near miss statistics and trends;
- conduct and receive reports on health and safety audits and inspections both internal and external;
- identify and monitor health & safety training needs.



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Medical Staff

Each school has their own dedicated medical facilities which are staffed by a qualified nurse during normal timetabled school hours at St Paul's and Stamford Junior School. Their responsibilities include:

- being the primary point of contact for first aid provision during timetabled school hours;
- the administering and recording of medicines;
- recording of accidents that are presented to them using the internal electronic reporting system;
- checking and replenishing of first aid kits throughout the school in which they work;
- advising on issues of infection control;
- advising on issues relating to *First Aid Policy* and issues of best practice within the provision of medical care at SES;
- maintaining, in conjunction with the Head of Safety & Compliance, an up-to-date register of first aid trained staff;
- providing training, where appropriate, for the treatment of pupils with severe allergic reactions including the use of epipens.

Employees

For the purpose of this Health and Safety Policy the term 'Employees' includes ALL employees, workers and volunteers who work for the School. Each and every member of staff is responsible for ensuring that:

- they take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the *Health and Safety at Work etc Act 1974*, Sections 7 & 8 and the *Management of Health & Safety at Work Regulations 1999*, Regulation 14. These are:
 - i) **HSW Act, Section 7** - *it shall be the duty of every employee while at work –*
 - a) *to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
 - b) *as regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*
 - ii) **HSW Act, Section 8** - *no person shall intentionally or recklessly interfere with or mis- use anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*
 - iii) **Management of Health & Safety at Work Regulations 1999, Regulation 14**
 - a) *every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.*
 - b) *every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees -*



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- i) *of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and*
- ii) *of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety,*
in so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.

- they inform their Line Manager of any change to their state of health, either temporary or permanent, which might affect the safety of themselves, and/or those around them, whilst at work so that appropriate reasonable adjustments can be considered.
- they wear and use all personal protective equipment and safety devices that are provided by the School for their protection and co-operate fully with their managers when the latter are pursuing their responsibilities under the above Act;
- they observe all safety rules and regulations and conform to any systems of work that are developed;
- they report all accidents, incidents, work-related ill-health, hazards, near misses and damage to their Line Manager.
- they undertake appropriate health & safety training as relevant and required for the work they undertake.