



## HEALTH AND SAFETY POLICY

Author/reviewer responsible:	AM	Last amended:	February 2025
Reviewed by:	SLT	Date of authorization:	February 2025
Authorisation by resolution of:	Governors	Date of next review:	February 2026

### PART 1: INTRODUCTION

#### Aims of this policy

- To state the College's legal responsibility for the health and safety of its employees, pupils and visitors.
- To establish who is responsible for health and safety and what tasks are delegated to whom.
- To outline the College's arrangements to establish, monitor and review measures needed to meet satisfactory health and safety standards.

#### Requirements of this policy

This policy complies with Part 3, paragraph 11 of the [Education \(Independent Schools Standards\) Regulations](#) 2014: 'The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.'

#### Guidance on health and safety

This policy draws on the DfE guidance [Health and safety advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies \(February 2014\)](#). It draws on guidance from the [Health and Safety Executive](#). It adheres to the requirements of the Independent School Inspectorate (ISI) regulatory handbook. The policy has followed the HSE guidance [Health and safety checklist for classrooms](#).

#### Other relevant School policies

Other School policies relevant to health and safety should be read in conjunction with this policy:

- Safeguarding and child protection policy;
- Pupil behaviour policy;
- Anti-bullying policy;
- Fire safety policy;
- First aid policy;
- Supervision policy;
- Educational visits policy.
- Risk Assessment policy



## PART 2: RESPONSIBILITY FOR HEALTH AND SAFETY

### **Legal responsibilities and sensible management of health and safety**

The College has a legal responsibility under the Health and Safety at Work Act 1974, which establishes the duties of the employer (i.e. the College) for the health and safety of those at the College. Both employer and employees have a duty of care to the pupils at the College. Acting *in loco parentis* means that anyone caring for a child has a duty to act in the same way that a prudent parent would in similar circumstances. While exercising this duty of care to staff, pupils and visitors, those charged with responsibility for health and safety should do so sensibly, on the principle that while risks can be minimised, they cannot be entirely removed. The Health and Safety Executive (HSE) give guidance on [Leading sensible health and safety management in schools](#), which Governors and SLT should read.

### **Management of health and safety**

Legal responsibility for health and safety is held by the Trustees, who delegate management for the School to the Governors. The Chair of Governors appoints a Governor in charge of health and safety (currently Mr Trevor Wakefield). Responsibility for managing health and safety in the School is held by the Principal, who delegates its day-to-day management to the Bursar. The Bursar chairs the Health and Safety Committee; the vice chair is the College Vice-Principal.

### **Specific roles and responsibilities**

#### **i) The Trustees and Governors**

The Trustees are responsible for making sure that the risks, particularly the risks to staff and pupils, are managed insofar as is reasonably practicable.

The Trustees delegate the oversight of health and safety to the Governing Body. However, responsibility is not delegated.

The Governors should do the following:

- put in place sensible approaches to health and safety, with clear policies that focus on the real risks, and do not encourage unnecessary paperwork;
- implement arrangements that manage the risks to staff, pupils and visitors who may be affected by particular activities;
- tell the employees of the College about the real and significant risks in the College and the precautions they need to take to manage them;
- make sure that staff have the relevant information and training to manage risks on a day-to-day basis, including access to competent health and safety advice where needed;



- check that the control measures have been implemented and remain appropriate and effective.

## **ii) The Principal**

The Principal's role is to exercise authority in line with the College's policies, procedures and standards.

The Principal should do the following:

- ensure that the College is following its health and safety policy and has effective arrangements for managing the real health and safety risks at the College;
- maintain effective communications with the Trustees, Governors, staff, pupils and visitors, including parents and contractors, regarding any significant risks on site;
- make sure that the staff have the appropriate training and competencies to deal with risks in their area of responsibility;
- consult and work with recognised professional associations and safety committees;
- make sure that staff understand their responsibilities and how to access support and advice to help them manage risks responsibly.

## **iii) Bursar**

The role of the Bursar is to take the day-to-day lead for health and safety on site. The Bursar is the focal point for the College's health and safety management arrangements. The role includes the following:

- to chair the Health and Safety Committee;
- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- advising contractors of site-specific risks and overseeing their activities on site;
- ensuring staff and visitors are aware of the on-site procedures and the precautions to follow in conjunction with Vice Principal and other members of SLT as required;
- accident and incident reporting;
- implementation, monitoring and review of training procedures for site and bursary staff;
- preparation of reports for the Trustees, Governing Body and SLT.

## **iv) Vice Principal**

The role of the Vice Principal is to work alongside the Bursar in the management of day-to-day health and safety and to be the Vice Chair of the Health and Safety Committee. This includes the implementation, monitoring and reviewing of training procedures for academic staff.



## **v) Other School leaders**

Other leaders, such as SLT or Heads of Department have expertise in their areas and are often in the best position to advise or lead on the arrangements for assessing and managing risk in their department. They should work closely with the Bursar and Vice Principal to ensure that best practice is ensured.

## **vi) All members of staff**

All members of staff play an important part in sensible health and safety management in schools. Staff are asked to contribute to making the College safer and healthier, developing sensible rather than overly cautious approaches. Staff should do the following:

- take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions;
- co-operate with the College and colleagues, contractors and others to enable them to make and keep the College safe;
- raise health and safety concerns in line with the College's arrangements;
- recognise that health and safety is about controlling the real risks, not eliminating all risks, doing things safely, not finding reasons not to do them.

## **Health and safety law poster**

The School is to display the HSE-approved law poster to its staff. The poster is displayed in the Primary and Secondary staff room.

## **Pupil access to dangerous areas on the School property**

Appropriate signage is displayed in areas of the school to indicate to pupils that unsupervised entry into those areas is prohibited. The science laboratory is locked when lessons are not taking place. Access to the main office is by staff supervision. Members of staff supervise the playground at all times, and pupils are spoken to regularly about the rules against going off-site for any reason.

## **Incident and Near Miss Log**

Both accidents and near misses/minor incidents are recorded at the time of happening by the staff members involved. Accidents are then centrally recorded and stored on the school system by the Office Manager. Near misses/minor incidents are recorded by staff through the online Incident and Near Miss Log. Both the Accidents Summary and the near misses/minor incidents are reviewed at termly health and safety meetings for trends and patterns.

# Part 3: Health and safety policy

This is the statement of general policy and arrangements for: <b>Blanchelande College</b>		
<b>The Trustees</b> has overall and final responsibility for health and safety		
<b>The Principal delegates health and safety management to: Bursar &amp; Vice Principal</b> has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	<b>Bursar and Vice Principal</b>	<i>Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)</i>
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	<b>Bursar and Vice Principal</b>	<i>Staff and contractors are given necessary health and safety induction and provided with appropriate training. Staff who lead offsite activities (trips, fixtures, tours) receive training and guidance from more experienced staff.</i>
Engage and consult with employees on day-to-day health and safety conditions	<b>Bursar and Vice Principal</b>	<i>Staff are routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety committee meetings.</i>
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	<b>Bursar and Vice Principal</b>	<i>Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Onsite inspections of the buildings by the Fire Service arranged.</i>

Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	<b>Bursar and Vice Principal</b>	<i>Toilets, washing facilities and drinking water are provided. Chemicals and dangerous substances must be safely secured. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.</i>
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Health and safety law poster is displayed at (location)	Staff Room (Primary and Secondary)
First-aid box is located:	See First Aid Policy for details
Accident Log is located:	Kept electronically on school system