



## HEALTH AND SAFETY POLICY

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide

### PART 1 GENERAL HEALTH AND SAFETY POLICY STATEMENT MAIN PRINCIPLES

This is the Health and Safety Policy of St Edmund's College and Prep School, herewith referred to as the **College**.

The College applies high standards in the management and control of all its operations, to include matters of health and safety. These are designed to ensure that staff, students and those who visit the College or anyone who may otherwise be affected by the College's operation are safe.

This Health and Safety Policy (**the policy**) applies to all staff (including employees, fixed term, part-time, temporary and voluntary staff, contractors, sub-contractors, students and visitors to the College or grounds.

As an employer, the Governors of the College have overall responsibility for health and safety at the College and those involved in the College's operation. The Governors are committed to improving health and safety.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees, students and anyone else impacted by matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations
- to provide information, instruction and supervision to employees, students and anyone else impacted by matters affecting their health and safety
- to ensure all employees are competent to carry out their tasks and to give them adequate training
- to do all reasonably practicable to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals
- to ensure that adequate resources are available for the management of health and safety issues.

## STRATEGIC ROLE OF THE GOVERNING BODY

To fulfil its strategic role in the promotion of health and safety the Governors have assigned to the Finance Sub-committee of the Governors responsibility for overseeing health and safety as part of its general responsibilities for overseeing the upkeep and maintenance of the fabric of the College, estate and buildings. Whilst, as is stated below, day-to-day responsibility for the *operation* of health and safety at the College is vested with the Headmaster, the Governing body has specified that the College will adopt the following procedural framework for managing health and safety at board level:

- a) The Finance sub-committee of Governors will receive the minutes of the College's termly health and safety committee meetings. A report on health and safety, detailing statistics on accidents to students, staff and visitors, staff training, fire drills, and all new or revised policies and procedures associated with health and safety will be presented annually at the Michaelmas term meeting of the Finance sub-committee of Governors.
- b) The minutes of the Finance sub-committee's discussion on health and safety will be presented at the Michaelmas term meeting of the full Governing Board together with any other issues on health and safety that the sub-committee chair wishes to bring to the Board's attention from time to time. The nominated Governor for health and safety will be present.
- c) The external fabric of the College, its plant, equipment and systems of work will be surveyed and inspected regularly by competent professionals. These reports will be considered by the Finance sub-committee and its recommendations (together with other regular repairs or remedial works deemed necessary) will form the basis of the College's routine maintenance programs.

## SUPPLEMENTARY ASPECTS THE GOVERNORS WISH TO HIGHLIGHT

The College's adherence to health and safety in catering and cleaning of the food preparation and eating areas will be subject to external inspection by the Environmental Health Officer (EHO). In addition, the catering contractor will arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services. While the College is not in a position to guarantee a completely allergen free environment, it is committed to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

The College will maintain written fire risk assessments, carried out by a competent person which will be reviewed every year for progress on completion of items in the action plan, and updated every three years, or more frequently if significant changes are made to the interior of buildings or new buildings bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Finance sub-committee of the Governors.

External health and safety consultants (including the College's insurers) will review the overall arrangements for health and safety, including fire safety, the general state of the College, and report on actions required with recommended timescales. The progress of implementation should be monitored by the Finance sub-committee.

The College has a competent person to review the risk assessment for legionella every two years. The College will undertake temperature checks every month from “sentinel outlets” and hot water storage vessels and carry out weekly run offs from little used outlets. This will be recorded.

The College will have a comprehensive policy in place for the training and induction of new staff in health and safety related issues. 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 where appropriate) will be provided to any member of staff who is involved with trips and visits.

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers, and contractors. They are responsible for co-operating with the Headmaster, the Bursar and other members of the Senior Leadership Team (SLT) in order to enable the Governors to comply with health and safety duties. All members of staff are responsible for reporting any significant risks or issues to the Health and Safety Officer, Headmaster or Bursar.

All employees are briefed on where copies of this statement can be obtained, via Teams, SEC/General/Files/Handbooks. 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 AND SAFETY POLICY

### PART 2: ORGANISATION

This part of the 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 the College trains its employees (and others) to carry out its activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the College, which is shown at the end of this policy.

#### 1. THE BOARD OF GOVERNORS

The Board of Governors has overall collective responsibility for health and safety within the College and recognises its collective responsibility for providing, so far as is reasonably practicable, a safe and healthy College for all of our employees, students, contractors, visitors (including parents) and others who could be affected by College activities. The board 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. Where appropriate, advice from competent persons will be sought to advise the College and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

#### 2. THE HEADMASTER

The Headmaster is responsible to the Governors for the safe functioning of all College activities. The Headmaster will assist the Board 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 College.



The Headmaster will also report to the board on health and safety performance and assist the board in implementing changes in the policy which the board has approved.

### **3. THE BURSAR**

The Bursar, supported by the Technical Projects Director, Buildings Projects Manager and the Health and Safety Officer, will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

Safety and security  
Fire safety  
Electrical safety  
Gas safety  
Water quality  
Asbestos  
Emergencies  
Staff induction

The Bursar, with relevant input from the Technical Projects Director, Buildings Projects Manager and the Health and Safety Officer, will act as co-ordinator in all Health and Safety matters, and will:

- Advise the Headmaster on maintenance requirements.
- Analyse advice from safety advisors and produce associated action plans.
- Monitor health and safety within the College and raise concerns with the Headmaster.
- As far as reasonably practical and in conjunction with appropriate external expert advice, ensure compliance with any Construction (Design and Management) regulations.
- ✓ • Delegate some of the listed responsibilities to the Technical Projects Director,
- ✓ Building Projects Manager or Health & Safety Officer as deemed appropriate.
- Chair the College's Health and Safety Committee.

### **4. THE HEALTH AND SAFETY OFFICER**

The Health and Safety Officer, will:

- Share the chair function of the College's Health and Safety Committee with the Bursar as appropriate. Be the lead liaison with the College's external health and safety consultants and disseminate the required information and action plan.
- Coordinate and manage the risk assessment process ensuring these are completed in full and to a suitable and sufficient standard.
- Make clear to Heads of Departments (HoD), their responsibility in ensuring specific risk assessments are accurate and reflect the practices carried out in their specific areas.
- Ensure that staff are involved in the risk assessment process and that recommendations/control measures are implemented.
- Coordinate training for teaching and non-teaching staff as deemed appropriate by the Headmaster, Bursar or HoDs.



- Ensure, where reasonably practicable, that the College is complying with all relevant regulations and legislation. This will include, but not be limited to, Control of Asbestos, the Control of Substances Hazardous to Health (COSHH) Legionella, Electrical Testing, etc.
- Report notifiable accidents to the Health & Safety Executive.
- Keep statistics and prepare summary report as required for the Health & Safety Committee.
- Conduct weekly fire alarm tests, and ensure that the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.

## **5. HEADS OF DEPARTMENT (TEACHING)**

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 will:

- Ensure that their department is run according to the standards laid out in this Policy, and that minimum legal standards and other appropriate standards that may be set by the College that apply within their areas of responsibility are met;
- Ensure that the teachers working to them understand the practical aspects of this Policy and the various legal requirements.
- Ensure that the teachers are aware of the high priority these matters carry and that, where appropriate, they are provided with both the time and encouragement to support implementation.
- Report to the Health and Safety Officer and Bursar any accidents, incidents, near misses or damage for appropriate investigation.
- Ensure adequate supervision for students both inside the College, during normal teaching activities, and also on external educational visits as detailed in the College's health and safety policies and procedures.
- Ensure departmental staff have been given adequate training relevant to their specific areas for teaching/supervision.
- Maintain up to date risk assessments for areas under their control.

### Specific risk assessment requirements are.

- a) Science (including harmful substances and flammable materials)-Head of Science.
- b) Sports activities – Head of PE.
- c) Drama – Head of Drama.
- d) Art (including harmful substances and flammable materials) – Head of Art.
- e) Music – Head of Music.
- f) Design & Technology–Head of Design & Technology.
- g) Trips and visits–Educational Visits Coordinator.
- h) Food Technology–Head of Food Technology.
- i) Ammunition and firearms–Combined Cadet Force Contingent Commander.

## **6. NON-TEACHING DEPARTMENTS MANAGEMENT STAFF**

This section refers to the Technical Projects Director, Maintenance Projects Manager, the Technical Projects Manager, Head of Grounds, Domestic Services Manager and Managers of office staff.



- These Managers are responsible to the Bursar for the safe running of their facilities/activities. They will be responsible for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this policy. They are also responsible for keeping up to date with new or updated legislation and bringing them to the attention of the Bursar with any recommendations.
- They are responsible for ensuring that staff have appropriate and documented training according to the needs of their work and are supplied with the necessary clothing, footwear and equipment to undertake their duties safely and efficiently.
- They must train or inform staff of any dangers posed by a hazardous substance upon completion of a COSHH risk assessment, where appropriate.
- They are responsible for ensuring that adequate training, in line with health and safety requirements, is provided for both them and their staff as deemed necessary by the Bursar.
- They will assist the Bursar with the implementation of the following.
  - a) Building security.
  - b) Prevention of unsupervised access by students to potentially dangerous areas (with the co-operation of others as appropriate).
  - c) Registration and control of visitors.
  - d) Site traffic movements.
  - e) Maintenance of College vehicles.
  - f) Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
  - g) Safe operation of equipment.
  - h) Good standards of housekeeping, including drains, gutters etc.
  - i) Control of substances hazardous to health COSHH used for grounds domestic cleaning or maintenance activities.

## **7. EXTERNAL HEALTH AND SAFETY ADVISORS**

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the College.

Such provision may include:

- Structural surveyors to give advice on the fabric of the College as required. Engineers to monitor and service the College's plant, equipment, including boilers, lifts and hoists annually.
- Gym equipment and design and machinery used in both design and technology also in the maintenance department are regularly serviced as per their service schedule.
- The College has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- Ensuring that the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.





- Ensuring that the College has a suitable and sufficient risk assessment for legionella, which is reviewed every two years by a competent person. The College undertakes temperature checks every month from “sentinel outlets” and hot water storage vessels and carries out weekly run offs from little use outlets.
- Ensuring that the College maintains an asbestos register and the Maintenance Projects Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan and are responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- Ensuring that the College’s radiation protection supervisor (RPS), is responsible for liaison with the radiation protection advisor in Herts County Council for ensuring compliance with the Ionizing Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- Ensuring that the College has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.
- Ensuring that all work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- Ensuring that all domestic boilers are serviced regularly, and all domestic properties have current landlord’s gas safety certificates as necessary.
- Ensuring that all lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- Ensuring that a competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

## **8. THE COLLEGE HEALTH CENTRE NURSES**

The College Health Centre Nurses will be responsible for:

- Maintaining an accident book.
- Preparing summary reports as required for the College Health and Safety Committee.
- Arranging for escorts for students going to hospital and informing their parents.
- Checking that all first aid kits and eye wash stations are replenished, and keeping accurate and up to date records of all first aid kit locations, and record of their replenishment

## **9. THE COLLEGE CONTRACT CATERER**

The College’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 catering contractor will be responsible for:

- Arranging for an independent hygiene and safety audit of food storage, meal



preparation and food serving areas.

- Ensuring regular external deep cleaning of the kitchen and food preparation areas and appropriate records kept.
- Ensuring appropriate pest control services for a catering environment.
- Ensuring that all agreed systems of work are followed.
- Ensuring that appropriate and adequate training, in line with health, safety & environment are implemented and recorded.
- Ensuring that catering staff are supplied with the necessary clothing, footwear and equipment to undertake their duties safely and efficiently.
- Minimising the exposure risks associated with allergens of exposure, encourage self-responsibility, and planning for effective response to possible emergencies.

## 10. **STAFF**

The co-operation of all staff is essential to the success of the Policy and the College requests that staff should notify their Head of Department / College Health and Safety Officer 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:

- Follow all relevant College policies.
- Take reasonable care for the health and safety of themselves and others who may be affected.
- Follow requirements imposed on the College or any other person under health and safety law and co-operate fully so as to enable their duties to be safely performed.
- Carry out all reasonable instructions given by managers / senior staff.
- Make proper use of anything provided in the interests of their health and safety such as Personal protective equipment (PPE).
- Refrain from any reckless or intentional interference with equipment, and such interference may be dealt with under the Disciplinary Policy.
- Comply with any reasonable request made by any of the people named above in relation to the fulfilment of their duties.
- Report all accidents, near misses, incidents and damage to their immediate line manager, the Bursar and/or the Health & Safety Officer.

## 11 **STUDENTS**

All students must:

- Co-operate with teachers and College staff on health and safety matters.
- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene
- Not interfere with anything provided to safeguard their own health and safety or the safety of others.
- Report all health and safety concerns to a teacher, other member of staff or Safety Adviser.



## **12 NOMINATED GOVERNOR FOR HEALTH AND SAFETY**

To assist the Governors in discharging their responsibility for health and safety there will be a nominated Governor who will be asked to maintain a watching brief on health and safety matters on their behalf, and in line with the practice in many similar Colleges. The Governor will have a roving brief across the College and may attend College Health and Safety meetings and receive relevant minutes on a periodic basis. The Governor will attend meetings of the Finance Committee when health and safety matters are discussed and will thereby provide an additional link between the health and safety committee and the Governing body. Within these arrangements the Governors' responsibility for health and safety is a collective one.

## **HEALTH AND SAFETY POLICY**

### **PART 3: ARRANGEMENTS**

## **13. MANAGEMENT OF HEALTH AND SAFETY**

It is the policy of the College to comply with the relevant Health and Safety statutory provisions.

- 1) The College will make a suitable and sufficient assessment of the risks to health and safety of its staff whilst they are at work, to identify the preventive and protective measures necessary to comply with the requirements of relevant statutory provisions.
- 2) The persons responsible for carrying out the assessment on the College's behalf are the Health & Safety Officer, Heads of Departments and Managers of non- teaching departments;
- 3) Where the Risk Assessment identifies any appropriate health surveillance this will be carried out following consultation with suitably qualified and competent persons and/or occupational hygienists.
- 4) To assist in undertaking the measures identified by the Risk Assessment as necessary to comply with relevant statutory provisions, the College will appoint relevant competent persons;
- 5) Co-ordination of the necessary measures and Competent Persons will be carried out on the College's behalf by the Bursar, the Health & Safety Officer or other Senior Manager as determined by the Bursar;
- 6) The results of the assessment including identified risks and any necessary preventative and protective measures will be brought to the attention of relevant employees.

## **14. COLLEGE HEALTH AND SAFETY COMMITTEE**

The Committee will meet termly and chaired by the Bursar. The Finance Sub-committee of Governors who are responsible for overseeing health and safety will receive the minutes of these meetings on request. The members of the Committee will be:

- The Bursar (Chair)
- The Headmaster
- Headmaster Prep School



- Assistant Head (Pastoral)
- Technical Projects Director
- Buildings Projects Manager
- College Health and Safety Officer who is also:
  - 1) CCF Contingent Commander
  - 2) Security Officer
  - 3) Fire Safety Officer

The role of the Committee includes the following:

- Discuss matters concerning health and safety, including any changes to regulations.
- Monitor the effectiveness of health and safety within the College.
- 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
- Assist with the development and implementation of Safe Systems of Work
- Monitor publications and communicate to the committee changes in their own and other fields.
- Encourage the reporting of defect issues, possible improvements of poor practices within their departments.

## 15. TRAINING

- The College will comply with the *Health and Safety at Work etc. Act (1974)* and other statutory provisions with respect to training.
- Before entrusting any task to an employee, the College will consider their capabilities to ensure that work demands do not exceed their ability to do the work without risk to themselves or others.
- The College will provide employees with health and safety training:
  - a) During induction. This induction training will give general health and safety training on the risks associated with the College's undertaking, including arrangements for first aid, safeguarding, fire and evacuation.
  - b) before being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology.
- Training will be documented and provided periodically as refresher training, as appropriate.
- Records will be maintained of all training that has been given. The Bursar is responsible for the co-ordination of training on the College's behalf.
- It is the responsibility of Department Heads and Managers of non-teaching departments to ensure that their staff are trained to carry out their duties. This includes a combination of external and in-house training during induction, regular refresher training and training issued upon new procedures or systems being introduced. This is to be fully documented with staff consent.
- Personal Protective Equipment is provided where it is considered necessary.



- When protective equipment is issued it is the responsibility of the individual and Heads of Department / Managers of non-teaching departments to ensure it is used correctly.
- Control of Substances Hazardous to Health (COSHH) Registers are kept in St Edmund's and outline all relevant Safety Data for chemicals, solvents etc. It is the responsibility of persons using such products to conform to the information available. Persons introducing new products or processes are to advise employees or students of product characteristics and ensure that details are entered in to COSHH Registers.

### Other Relevant Documents & Policies

In conjunctions with this policy the following documents & policies should also be considered and consulted:

- Fire Safety Policy
- Staff Handbook
- Risk Assessment Policy
- Fire Action Plan

### Non-Compliance with the St Edmund's College and Prep College Health and Safety Policy

Non-compliance with the St Edmund's Health and Safety Policy is viewed as a serious matter and may be dealt with under the College's disciplinary procedures.

### Health and Safety Policy Update Arrangements

This policy will be reviewed, revised or updated annually, and as necessary.

Owner of policy:	Bursar
Reviewed by:	Headmaster, Bursar, Health & Safety Officer, HR Director
Frequency of review:	Annual
Policy last reviewed:	Michaelmas 2023
Next review date:	Michaelmas 2024
Sub-Committee reviewed at:	Finance Sub-Committee



**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY**

