



Wymondham College Prep School

Health and Safety Policy

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Date	27 August 2020
Last review	2 nd September 2024 by G. McCurley
Review frequency & next review due	Annually or in the event of any significant change to the management structure or responsibilities or the function of the School or in the event of a critical incident.

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1. INTRODUCTION

1.1 This policy sets out the management structure, responsibilities and associated systems by which the Sapientia Education Trust (SET) provides a safe environment at the Wymondham College Prep School (WCPS) for employees, pupils and visitors. This also applies to when staff and pupils are off site as part of their work or for official trips or visits. Underwood Hall and the associated occupancy is part of the Prep School for the purposes of this policy.

2. GENERAL ARRANGEMENTS

2.1 The Headteacher is responsible for the day-to-day management of safety at the School. Responsibility for the supporting arrangements and associated management system is held by the Chief Operating Officer for the SET. These responsibilities are detailed at Annex B.

2.2 Any member of staff who has a Health and Safety concern directly associated with their area of work should raise this through their line management. Should the employee remain concerned this should then be raised with the head teacher.

2.3 Visitors and contractors fall under the responsibility of the employee hosting the individual or group. For contractors, this will be the responsibility of the Trust's Estate Manager.

2.4 The management system is based on Health and Safety Executive (HSE) guidance provided within HSG (65). The framework of this is set out at annex E. The School adopts the HSE system of *Plan, Do, Check, Act*.

3. SUPPORTING POLICY AND RISK ASSESSMENTS

3.1 Planning is primarily secured through the Policies and Risk Assessments set out at Annex F.

3.2 There are also three safety codes of practice (COP) which are bespoke to the School-

- Management of Safety in Underwood Hall - this sets out the arrangements and measures to provide a safe environment within the hall or residence.
- Management of Risks – this is relevant to the work of all employees at the School. This COP sets out in brief the systems and arrangements which staff must follow to ensure a safe environment. These are provided in fuller detail within the relevant SET policies.
- Higher Risk Curriculum Subjects - this is relevant to those employees who teach subjects that introduce hazards through the lesson content or activity.

3.3 School safety policies will be reviewed at the start of each school year and as a result of any:

- significant change to the management structure and or responsibilities.
- significant material change to the School.
- critical incident.

3.4 The SET safety policies are generic in nature to all schools within the Trust. They set out those measures which establish and maintain safe systems, buildings and people.

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The essential day to day measures which employees must follow are set out within the School COP for the Management of Risks. Policies and risk assessments relating to boarding are bespoke rather than generic in nature.

3.5 The School and Underwood Hall are located on the Wymondham College Campus; some of the College grounds and facilities are used by the School. It is therefore appropriate that an objective of the management of safety by Wymondham College is that any risks to WCPS staff, pupils and visitors through the operation of the College are addressed within College Policies and Risk Assessments. Examples would be in relation to traffic, security and campus wide emergencies such as a lock down. This objective is to be achieved by-

- the Health and Safety Officer for Wymondham College being the lead for the composition and review of both the College and WCPS policies and risk assessments
- the reporting and auditing of Health and Safety for both establishments through the SET Infrastructure Committee
- the strategic lead by the SET Chief Operating Officer as set out at annex A

4. EMPLOYEE HEALTH AND SAFETY REPRESENTATIVES

4.1 The Trust recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections within directed time but, wherever practicable, outside teaching time.


4.2 It is also recognised that they are entitled to certain information, for example about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Trust.

4.3 Health and Safety is a standing item on the agenda for the routine Board meetings with employee representatives. The Trust Health and Safety Officer will attend and report at these meetings.

Document author- G McCurley, Health and Safety Officer, Sapientia Education Trust

Signature.....

Adopted by Mr S Underhill, Headteacher, Wymondham College Prep School.

Signature.....

Date...03/09/2024

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Annexes:

- A. Responsibilities of SET Chief Operating Officer
- B. Responsibilities of the Headteacher
- C. Responsibilities of the SET H&S Officer
- D. Responsibilities of all Employees
- E. Health and Safety Management System
- F. Health and safety Policies

The SET Chief Operating Officer

The Chief Operating Officer has the following responsibilities-

- (a) Ensure safety policies are in place for individual schools as appropriate to the risks presented at the School.
- (b) Ensure the availability and provision of support to the School through the SET Health and Safety Officer and the SET Estate Manager.
- (c) Ensure arrangements are in place to support schools through any contracted safety related inspection, servicing and maintenance.
- (d) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives
- (e) Ensure any risks presented to School staff, pupils or visitors through the operation of Wymondham College are addressed by the College safety management system.

The Headteacher

The headteacher has the following responsibilities:

- (a) Ensure there is a Health and Safety policy in place for the School.
- (b) Ensure the Policy is communicated adequately to all relevant persons at the School.
- (c) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- (d) Ensure appropriate information on significant risk activities is given to visitors and contractors if part of an arrangement made by the School.
- (e) Ensure appropriate consultation arrangements are in place for School staff and their Trades Union representatives.
- (f) Ensure that all School staff are provided with sufficient information, instruction and training to enable them to perform the tasks required of them.
- (g) Make or arrange for risk assessments of the School and of any potentially hazardous activities to be undertaken.
- (h) Ensure safe systems of work are in place at the School or during an off-site visit as identified from risk assessments.
- (i) Sufficient funds are set aside with which to operate safe systems of work.
- (j) Ensure that emergency procedures are in place.
- (k) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- (l) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- (m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- (n) Health and safety performance is monitored both actively and reactively.
- (o) Ensure arrangements are in place for a safety inspection of the School once a term.

The Wymondham College Health and Safety Officer

The Wymondham College Health and Safety Officer has the following responsibilities:

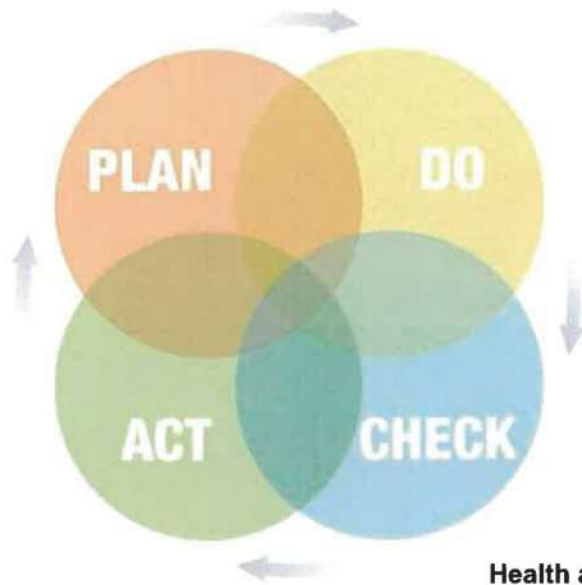
- (a) To support the Chief Operating Officer in fulfilling their responsibilities.
- (b) To advise and support all staff in carrying out their Health and Safety responsibilities.
- (c) To provide support to the Headteacher in fulfilling their responsibilities through:
 - The provision of health and safety advice and guidance which may include site visits.
 - Attendance at meetings on the invitation of the Headteacher.
 - The investigation of any accident which requires reporting to the HSE and any other safety related event of a serious nature.
 - The provision of policy documents and standing risk assessments and their associated review.
 - A safety inspection each term of the premises.
- (d) To carry out a termly health and safety check and provide a copy of the inspection report to the Headteacher.

Responsibilities of all Employees

All staff employed at the School must:

- (a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- (b) Work in accordance with the School safety policies.
- (c) Act in accordance with any specific health and safety training or information received.
- (d) Report all accidents, near misses and defects.
- (e) Co-operate with the employer and other persons with regard to health and safety.
- (f) Inform their Line Manager of any potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- (g) Inform their Line Manager of any shortcomings they identify in the School's health and safety arrangements.
- (h) Exercise good standards of housekeeping and cleanliness.
- (i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- (j) Co-operate with all appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive and other organisations.
- (k) Not undertake or allow any new or unusual event or activity which exposes people, equipment or buildings to risk, without the permission of an appropriate senior manager.
- (l) Undertake and record a risk assessment for any work or activity which may present a hazard to any person and is not already covered by such an assessment.
- (m) Apply the control measures of any risk assessment appropriate to the work undertaken and follow any relevant safe system of work which may exist within the School.

Health and Safety Management System



Health and Safety Guidance 65 (April 2014)

How safety is managed by the School		How safety is processed by the SET and School
PLAN	<p>School and supporting SET policies, curriculum code of practice for higher risk subjects.</p> <p>Defined responsibilities to support safe management.</p> <p>Planning for new activities and processes includes safety.</p> <p>Planning of off site visits.</p>	<p>Designated Health and Safety Officer (HSO) is employed.</p> <p>Off site visits are subject to a safety approval process.</p> <p>Staff safety aware through information, promoted safety culture, training.</p> <p>Staff have access to advice from HSO.</p> <p>Annual review of policy and risk assessments.</p> <p>Safety is a standing item on the agenda of the SET Infrastructure Committee meetings.</p> <p>Safety is a standing item on the agenda during SET employees consultation meetings.</p> <p>Safety is established with arrangements for equipment procurement, use of contractors and the allocation of works contracts.</p>
DO	<p>Risk assessment process, central to establishing safety arrangements.</p>	<p>Risk assessments maintained for the School site and higher risk areas/activities.</p> <p>Infrequent or unusual events or activities are subject to risk assessment.</p> <p>Records maintained of significant findings from risk assessments.</p> <p>Curriculum and boarding Codes of Practice.</p>

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<p>CHECK</p>	<p>Routine of safety inspections Accident and near miss reporting system Accident investigation policy Line management of staff</p>	<p>Review arrangements in place for policy and risk assessments Records maintained of accidents to support identification of trends or repeat incidents Fire and lock down drills undertaken Routine of once a term building inspections Routines of teaching observation</p>
<p>ACT</p>	<p>Accident data and investigations are reported to the SET Infrastructure Committee and the Local Governing Body as required and overseen by the HSO. Systems for post incident review and the development of action plans. Systems to ensure improvement is made to processes.</p>	<p>Action plans evolving from investigations are progressed and improvements implemented Risk assessments reviewed post incident by HSO</p>

Health and Safety Policies
Supporting Health and Safety Policies and Standing Risk Assessments

School health and safety policies
Health and Safety
School codes of practice
Management of Risks
Higher Risk Curriculum Subjects
Underwood Hall
SET Policy applicable to safety at the school
Accident reporting
Buildings and facilities management
Control of substances hazardous to health
Driving for work
DSE and workstations
Emergency automatic adrenalin injector and salbutamol inhalers in school
Fire
First aid
Lone Working
Management of contractors
Managing medicines in schools
Off site visits and trips
Risk assessment
Security and control of visitors, contractors and agency staff
Supporting pupils with medical conditions
Traffic management on the school site
Safety of pupils in the boarding environment
Public use of the School premises
CCTV
Lock down
Suspect package/device threat
Critical Incident and Business Continuity Plan
School risk assessments
School site - buildings, equipment and facilities
Higher Risk Curriculum activities and residential trips
Fire
Traffic
Asbestos
Legionella
Trees
Play areas, activities and equipment
Catering, Cleaning and Estates operations
SET risk assessments relevant to safety at the school
Driving for work
First aid needs
Off-site low risk visits and trips-generic