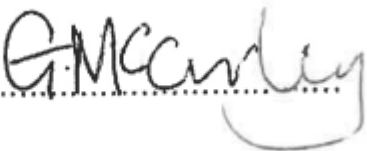





Health and Safety Policy

Author	G McCurley, Health and Safety Officer, Sapientia Education Trust.
Date of issue	9 <sup>th</sup> January 2025
Review frequency & next review due	<p>Annually or in the event of any significant change to the management structure or responsibilities or in the event of a critical incident.</p> <p>Reviewed 12<sup>th</sup> August 2025 to reflect the change from the Head of School to the Principal and amendments to the responsibilities of the Chief Operations Officer.</p> <p>Last annual review 5<sup>th</sup> January 2026, G.McCurley.</p>

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

Signature.....

Adopted by Emma Arrand, Principal, Wymondham College.

Signature...

Date 19/08/2025

## SAPIENTIA EDUCATION TRUST

### 1. INTRODUCTION

1.1 This policy sets out the management structure, responsibilities and associated systems by which the Sapienia Education Trust (SET) provides a safe environment at Wymondham College 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.

### 2. GENERAL ARRANGEMENTS

2.1 The Principal is responsible for the management of safety at the school.

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 Principal.

2.3 Visitors and contractors fall under the responsibility of the manager organising or hosting the individual or group.

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 G. The College 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 H.

3.2 There are six codes of practice (COP) that are bespoke to the higher risk teaching departments- Physical Education, Food and Nutrition, Science, Design and Technology, Drama and Art.

3.3 College health and safety policies are reviewed in January and in the event of a:

- significant change to the management structure and or responsibilities.
- significant material change to a College building or premises.
- 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. Policies and risk assessments relating to boarding are bespoke rather than generic in nature.

### 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.

### Annexes:

- A. Responsibilities of SET Chief Operating Officer
- B. Responsibilities of the Principal.
- C. Responsibilities of the SET H&S Officer.
- D. Managers' responsibilities.
- E. Teachers' responsibilities.
- F. Responsibilities of all Employees.
- G. Health and Safety Management System.
- H. Health and Safety policies and risk assessments.

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 team.
- (c) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.

## The Principal

The Principal has the following responsibilities:

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

The Sapiencia Education Trust Health and Safety Officer

The SET Health and Safety Officer has the following responsibilities:

- (a) To perform the duties of the designated competent person and 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 Principal 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 Principal.
  - The investigation of any accident that 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.
  - Routine safety inspections of the premises.

### Managers

This includes the Senior Leadership Team, Curriculum Co-ordinators, Heads of House, Heads of Departments and Support Staff with line management responsibility. They have the following responsibilities:

- (a) Apply the College's Health and Safety Policy to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements.
- (b) Carry out annual review or on change of curriculum or method of teaching, health and safety risk assessments of the activities for which they are responsible and record the results of these where required.
- (c) Ensure that all staff within their line of management are familiar with the College Safety Code of Practice, if issued, for their area of work. These are Catering, Drama, Science, Design and Technology, Sports, Art and Food and Nutrition. Safety manuals are also provided for each boarding house. There are also safety manuals for areas of the work of Campus Services.
- (d) Resolve health, safety and welfare problems within their areas of responsibility or refer to their line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- (e) Ensure within their area of responsibility, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- (f) Investigate and report on any accidents that occur within their area of responsibility.
- (g) Only approve new or unusual activities if satisfied that suitable and sufficient safeguarding and health and safety risk assessments have been undertaken and adequate risk control measures will be in place.

### Special responsibilities of teachers

Teachers are expected to:

- (a) Exercise effective supervision of their students, to know the procedures in respect of fire, first aid and other emergencies and to implement such measures if required.
- (b) Follow the particular health and safety measures to be adopted in their own teaching areas. For some higher risk departments, the measures will include those set out within the College's Safety Code of Practice for the subject.
- (c) Give clear oral and written instructions and warnings to students as often as necessary.
- (d) Ensure that the planning and delivery of any lesson or activity that exposes any person to risk is supported by a suitable and sufficient risk assessment.
- (e) Ensure any required protective clothing and safety measures are used by any persons exposed to risk within the classroom or area of activity.
- (f) Make recommendations to their Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- (g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- (h) Only introduce personal items of equipment (electrical or mechanical) into the College with prior authorisation from their line manager.
- (i) Report all accidents, near misses, defects and dangerous occurrences in accordance with the Wymondham College reporting policy.

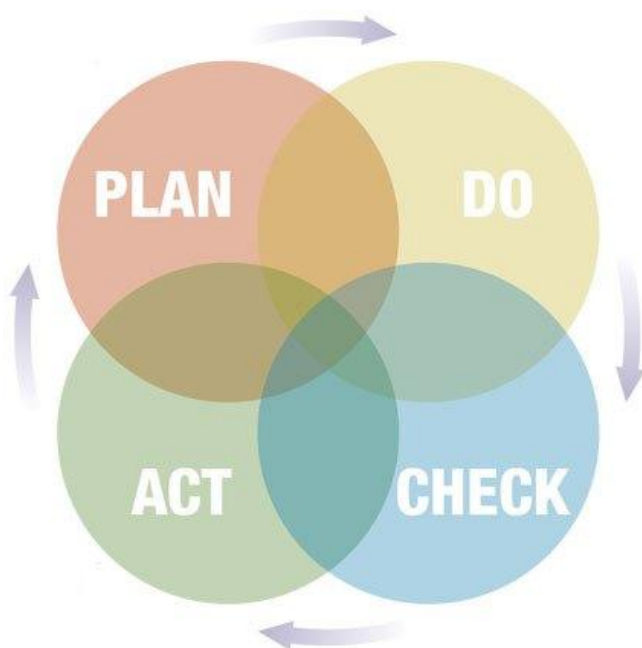


Responsibilities of all employees

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

How safety is managed by the school		How safety is processed by the SET and school
<b>PLAN</b>	<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>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>

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

## Health and Safety Policies and Risk Assessments

## ANNEX H

School health and safety policies
Health and Safety
Accident reporting
Buildings and facilities management
Control of substances hazardous to health
Driving for work
DSE and workstations
Fire
First aid
Lone Working
Management of contractors
Managing medicines in schools
Off site visits and trips
Risk assessment
Security and access

Supervision of ancillary 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
Waste disposal and pollution
General emergencies
Asbestos
<b>SET Policy applicable to safety at the school</b>
Animals in education
Infection control
Management of contractors
Risk assessment
School swimming and water safety

School risk assessments	
TITLE	DESCRIPTION
Boarding risk assessment	Boarding provision
Fire risk assessments	School assessment for the risk of fire. In addition to the school's fire risk assessment there is one for each boarding house.
Foreseeable crises	Assessment of various crisis events
College risk assessment	Assessment of general risks across the school site
External groups hiring facilities	Term time hire of buildings and facilities by clubs etc.
First aid	Provision of first aid across the site
Traffic Risk Assessment 1	Car and light vehicle movement on site
Traffic risk assessment 2	Peak periods of vehicle movement on site such as end of term
Traffic risk assessment 3	Large vehicle movements on site
Campus Services work	Maintenance work undertaken across the site
Catering department	Series of RAs covering work of the department
Cleaning team	Cleaning work undertaken across the site

COSHH	Use of cleaning products across the site
Asbestos	Presence of asbestos on site
Lone working	Lone working across the campus
Sports complex	Use for events/external hire
Sports complex-activities	Use of sports hall areas for non-teaching activities
Pool plant room	Operation of plant room
Sports fields	Use for sports and events
Swimming pool	Use by external groups or non-curriculum use.
Security and access	Prevention and protection
Safe Water	Drinking and cleaning water safety
Driving for work	On and off site driving for work by staff
Off-site running	6th form Students running on/off site
Xerscape equipment	Outdoor exercise area
Road barriers	Automatic operation of the barriers
High wind	Risk presented by high wind
Generic RA 1.1 Coach travel	
Generic RA 1.2 Minibus travel	

Generic RA 1.3 Car or taxi travel	Generic assessments for use with off-site travel and visits
Generic RA 1.4 Rail travel	
Generic RA 1.5 TFL-tube travel	
Generic RA 2.1 Low risk premises or indoor activity	
Generic RA 2.2 Sports fixture	
Generic RA 2.3 Low risk outdoor activity or location	
High risk teaching departments	Department specific- Art, D & T, Food Technology, Science, Drama, Physical Education
Visits to site	Safety for visitors
External lettings	Safety for visiting 'customers'
Dogs on site	Risk presented by dogs living or being brought onto site
Use of science labs & other higher risk rooms for other subjects	Risk presented by higher risk rooms being used for registration of other subjects
Whole site risk register	Identification of high-risk areas of site
Stress and wellbeing	Risk to employees
<b>SET risk assessments relevant to safety at the College</b>	
Footwear	Measures to reduce the risk of injury to feet when at work.



Infection control	Measures to reduce the risk of infection at work.
Manual handling	Measures to reduce the risk from manual handling activities.

Bespoke risk assessments are undertaken and required for-

- Events such as drama productions, formals, any gathering of significant numbers of people.
- Employees such as for pregnant staff or on the recommendation of Occupational Health.
- Students where there may be a need for environmental adaptations or support measures.
- Off site visits which are residential or involve a higher risk activity or venue.
- Non routine building or contracted work.