




# READING BLUE COAT

## Health and Safety Policy

### Part 1 - General Statement of Health and Safety

**2022 – 2023**

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|----------------------|--|
| Author(s):           | Steve Williams   |
| Date:                | September 2022   |
| Review Frequency:    | Annually   |
| Next Review Date:    | September 2023 <i>(delay until March 2024 agreed by Governors)</i>   |
| Associated Policies: | Risk Management and Risk Assessment Policy<br>Fire Safety Policy<br>Water Hygiene Policy<br>Asbestos Management Policy<br>First Aid Policy<br>School Driver and Vehicle Operating Policy<br>Visitors Policy<br>Contractors Policy<br>Accident and Incident Policy<br>Educational Visits Policy |
| Agreed by:           | Thomas Tabrah<br>   |
| Date of Agreement:   | September 2022   |

## Health and Safety Policy

As Governors of Reading Blue Coat School, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy School for all our employees, students, parents, contractors, visitors and others who could be affected by our activities.

Day-to-day responsibility for the operation of Health and Safety at the School is vested with the Head, supported by the Bursar and Deputy Bursar. However, as governors, we have specified that the School should adopt the following framework for managing health and safety:

- An external health and safety consultant will review the overall arrangements for health and safety on a regular basis.
- Relevant policies, risk assessments and method statements that are held on the Portal and reviewed regularly.
- A report on health and safety covering issues for students, staff and visitors, staff training, fire drills, a summary of new or revised policies and procedures and copies of the health and safety committee meeting minutes is shared to the Finance and General Purpose Committees.
- The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- The School'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) and an independent audit by the third party appointed by the School's catering contractor.
- The School has building fire risk assessments, carried out by a competent person, reviewed annually and resulting in action plans. These action plans are reviewed to ensure that the required remedial works are carried out within the specified time frame.
- The School has a competent person undertake a risk assessment and water sampling for legionella annually supported by regular temperature checks and flushing regimes.
- The School has a competent person undertake asbestos survey reports on a regular basis.
- The School has procedures in place for the training and induction of new staff in health and safety related issues, including training relevant to that individual member of staff's role. First aid training and minibus driver training are provided to relevant members of the teaching staff and to selected members of the operational staff.

Anyone attending the School or supporting its activities has personal responsibility for their own health and safety. Additionally, all members of staff are responsible for taking reasonable care of their own safety and that of students, parents, contractors, visitors and others who could be affected by our activities. They are responsible for co-operating with the Head, the Bursar and the Deputy Bursar in order to enable the Governors to comply with health and safety responsibilities. All members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the School's Portal. 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 the School's suite of health and safety policies on the Portal.

This statement forms the Health and Safety Policy along with Part 2 - Organisation for Health and Safety at the School, Part 3 – Detailed Arrangements and Part 4 – Specific Policies.

Chairman of Governors, for and on behalf of the governing body of Reading Blue Coat School.

Signature



Chairman of the Governors

Mr Peter Bertram

Date

September 2022



# READING BLUE COAT

## Health and Safety Policy

### Part 2 - Organisation for Health and Safety

2022 – 2023

## Introduction

This document sets out the designation of responsibility for health and safety within the School and overall management arrangements. It forms the *Health and Safety Policy* along with part 1 - The general statement of intent with regard to health and safety.

## Responsibilities

The Board of Governors of the School is the employer under the terms of the Health and Safety at Work Act and has a statutory duty to ensure health and safety on the premises. The Governors will:

- Accept full responsibility for health and safety within the School
- Provide adequate resources to ensure the objectives of the health and safety policy are met
- Ensure their decisions reflect the aims of the health and safety statement of intent
- Ensure that the health and safety policy is reviewed annually
- Provide leadership in delivery of effective health and safety management
- Ensure that they receive suitable and accurate reports on health and safety compliance and accidents

The **Head** has a duty to ensure compliance with this health and safety policy, specific duties include:

Directly or through delegation as detailed below and in accordance with the law and any instructions from the Governing Body to:

- A. Ensure compliance with this health and safety policy in each and every respect, to keep the Senior Leadership Team and all employees informed of this policy and any changes to it, to ensure appropriate consultation arrangements through established channels, to ensure that the necessary resources for implementation are available and to report to **the Governing Body** at least annually. **This responsibility cannot be delegated.**
- B. Plan, organise, control, monitor and review arrangements for health and safety for employees, for students, for visitors including contractors and others affected by our work activities – this includes committing to writing local management arrangements for safety and standalone management plans
- C. Assess risks and commit assessments to writing
- D. Ensure that work in all its aspects is safe and without risks to health
- E. Ensure that information, training, instruction and supervision is provided together with appropriate consultation and that systems of work are safe
- F. Make proper provision for occupational and student health
- G. Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires
- H. Post warning signs and notices
- I. Appoint first aid personnel and have first aid provision checked regularly
- J. Ensure that the conditions of licences are observed
- K. Ensure the safe disposal of hazardous wastes

- L. Ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular to:
- Produce an emergency fire plan
  - Be responsible for fire safety training
  - Arrange practice fire drills
  - Check that any close down procedures are followed
  - Check the adequacy of fire-fighting equipment and ensure its regular maintenance
  - Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
  - Ensure that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested
  - Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment
  - Keep relevant records
  - Include fire safety in the regular health and safety reports to the **Governing Body**.

A number of these duties are delegated to others. The following paragraphs describe the delegations and other arrangements currently in place. All those with health and safety duties will be provided with sufficient time to undertake their duties.

Each line manager is delegated the responsibility to comply with the policy and ensure in accordance with the law the health and safety of employees, students and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the duties listed above **[B, C, D, E, F, G and H]** are delegated to these persons and written local management arrangements and standalone management plans can be found with these persons and in the safety file.

Similarly, in the areas listed below, the employees named have the overall responsibility to comply and ensure safety and health:

- **Bursar** is responsible for premises including onsite traffic management.
- **Bursar** is the fire manager with responsibility **[L]**.
- **Bursar** has overall responsibility for all School vehicles.

The following employees have the responsibility to comply and to ensure health and safety as it applies to their special function:

- **The Deputy Head, Co-curricular** is the educational visits co-ordinator.
- **The Health & Safety Officer** is responsible for asbestos management.
- **The Health & Safety Officer** is responsible for legionella management.
- **The Transport Manager** is responsible for day to day management of vehicles.
- **The Deputy Bursar** is the events manager.
- **The Deputy Bursar** is responsible for management of Reading Blue Coat authorised drivers.
- **The Head of Science** is responsible for management of the radiation protection supervisor who is an appointed member of the Science department.
- **The Bursar** in collaboration with the appropriate line manager and/or safety co-ordinator is responsible for duties **[E]**, **[J]** and **[K]**.
- There is no work experience co-ordinator as currently the School does not organise work experience.
- **The Deputy Bursar** is responsible for first aid. The list of qualified first aiders can be found in the *First Aid Policy* and on the School's intranet.

- **The Nurse Manager** is responsible for checking the first aid facilities, first aid kits and eye wash stations, at least termly.
- **The Deputy Bursar** is responsible for accident recording and investigation. All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the forms **available online**. Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of **The Deputy Bursar**.

When line managers are absent for significant periods, adequate delegation of duties must be made.

#### **Advisory Arrangements**

- **The Bursar** is the health and safety coordinator whose duties are to:
  - I. Be familiar with the contents of the policy and ensure that the policy and a safety compliance file is readily available to all employees
  - II. Ensure that the 'Organisation for Health and Safety Management' is reviewed annually, that a copy is provided for the **Senior Leadership Team**.
  - III. Together with others, identify health and safety training needs and co-ordinate as necessary. A safety training needs survey must be carried out annually by nominated persons.
  - IV. Together with others, monitor that line managers prepare and review local management arrangements, standalone management plans, prepare and review risk assessments and carry out thorough examinations, tests and inspections and consult with employees via departmental meetings and communications. ("Requirements" identified in the policy and checklists in the Appendices are designed as internal audit tools to assist.)
  - V. Together with others, monitor the formal defect reporting procedure
  - VI. Together with others, monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE

The Culham Consultancy provide Health and Safety and Fire Safety Advice to the School.

#### **Health and Safety Committee**

**The Bursar** will chair the meetings of the Health and Safety Committee which will meet termly. The members of the committee are as follows:

An appointed Governor  
 Bursar (Chair)  
 Second Master  
 Deputy Head, Co-curricular  
 Domestic Operations Manager  
 Health & Safety Officer (Secretary)  
 Head of Science  
 Head of DT  
 External H&S Advisor  
 Head of Maintenance  
 Facilities Manager  
 Head of Sport & PE  
 Head of Grounds  
 Sodexo General Manager  
 Technical Theatre Manager  
 Deputy Bursar (Vice Chair)

The purposes of the Committee are to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports; to monitor progress on recommendations from an authoritative source; to monitor the effective implementation of the health and safety policy and annually update the contents of the safety policy. Recommendations for the agenda are:

1. Introductions
2. Apologies for absence
3. Approval of, and matters arising from the minutes of the previous meeting
4. Follow up on any actions
5. Bursars Report – To include updates on inspections, requests from senior management etc.
6. Deputy Bursars Report – Update on H&S implications for events
7. Heads of Departments Reports – including accident and incident statistics
8. Health and Safety Officer – overall report on compliance, incidents and any issues raised during inhouse inspection.
9. Matters Arising – any issues raised by academic and operational staff
10. A.O.B.
11. Date of next meeting

Detailed minutes must be kept and a set of minutes must be forwarded to **all Committee members** within seven days of each meeting.

Employees who wish to consult their representatives should contact **the Second Master or Deputy Bursar**

The Health and Safety Committee Terms of Reference are available from the Health and Safety Officer.

### **Individual Responsibility**

All employees, all students and all other persons entering onto School premises or who are involved in School activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) must ensure that the visitors adhere to the appropriate requirements of this Health and Safety Policy.

Each individual must:

- Make sure that work is carried out in accordance with this policy, procedures, risk assessments and associated documents
- Protect themselves and others by using any guards or safety devices provided and by wearing the personal protective equipment provided and never interfering with or disconnecting safety devices
- Adhere to training and instructions
- Inform their immediate line manager, head of department or supervisor of any new hazards identified
- Give their visitors (including contractors) a named contact with whom to liaise
- Offer any advice and suggestions that they think may improve health and safety
- Report on the appropriate formal accidents, ill health, fires, incidents and defects as soon as practicable
- Be familiar with the location of fire alarm points, fire escape routes, fire procedures and firefighting equipment

If any individual is in doubt about any safety matter they must consult their line manager, the Health and Safety Officer, or the Deputy Bursar.

## Cross References

Other documents address Fire, Health and Safety issues. Examples are plans and policies concerning: emergencies; first aid - supporting student medical needs including admin of medicines; accessibility; student behaviour and sanctions; anti-bullying, whistle blowing; safeguarding; physical restraint; supervision of students; and drugs and substance abuse.

Signature



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Mr Pete Thomas  
Head

Date

1 September 2022

Signature



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Mr Peter Bertram  
Chairman of Governors

Date

1 September 2022