



# READING BLUE COAT

## Health and Safety Policy

March 2024

## Part 1 - General Statement of 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 staff, students, parents, contractors, visitors and others who could be affected by our activities under the terms of the Health and Safety at Work Act 1974. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and operations, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our school community so that effective learning can take place.

We fulfil our responsibility as governors of Reading Blue Coat School by appointing a governor with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the School is vested with the Headmaster, supported by the Bursar and Deputy Bursar (as set out in Part 2 – Organisation of the Health and Safety Policy).

As Governors, through the Headmaster and the Bursar, we are committed to:

- Providing a productive, healthy and safe learning and working environment.
- Preventing accidents and work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via appropriate assessments and policy and ensuring they are reviewed and updated regularly for effectiveness.
- Providing safe working plant and equipment and ensuring safe working methods.
- Providing a mechanism for consulting with staff on safety related topics.
- Providing a healthy and safe environment for staff and students on all school organised off-site trips and activities.
- Providing safe arrangements for the use, transport, handling and storage of hazardous substances.
- An accident, near miss, work related ill health reporting, recording and investigation system. Providing sufficient resources, information, instruction, training and supervision to enable all staff and students to avoid hazards and contribute positively to their own safety and health at the School, as far as reasonably practicable.

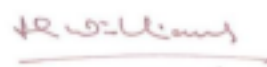
The Governors will ensure that competent technical advice in health and safety matters is available where this is necessary to assist the Headmaster and the Bursar in fulfilling their responsibilities.

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 (and wider management team) in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar/Deputy Bursar.

All staff are briefed on where copies of this statement can be obtained on the School's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation for carrying out the policy can be found in part two of this document.

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

Signature



Chair of the Governors

Mr Howard Williams

Date

March 2024

## **Part 2: Organisation of the Health and Safety Policy**

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 we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

### **Board of Governors (“the Board”)**

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They 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. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable staff members in order to assist the Board in carrying out its duties. The Board will hold the Headmaster to account in respect of the requirements set out in this policy.

### **The Headmaster**

The Headmaster will have day to day responsibility for controlling health and safety within the School. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Headmaster will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They 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 School. The Headmaster will also report to the Board, via the Bursar, on health and safety performance and will assist the Board in implementing changes in the Policy which the Board have approved. The Headmaster, via the Bursar, will be responsible for the implementation of an Emergency Plan (the School’s ‘Critical Incident Management Plan’).

### **The Bursar**

The Bursar will have delegated by the Headmaster the 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 and training
- The appointment of competent contractors

The Bursar will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Headmaster on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training;
- monitoring health and safety within the School and raising concerns with the Headmaster;

- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee; and
- investigating accidents and incidents and recording the same.

The Bursar will be supported by, and appropriately delegate day to day responsibility for the areas listed above, to the following members of staff:

- The Deputy Bursar
- The Head of Property
- The Health and Safety and Vehicle Manager
- The Facilities Manager
- The Domestic Operations Managers
- The Head of Grounds
- The Catering Manager (being the on-site head of the external contract catering provider)

Between these members of staff, either directly or collectively, they will also assist the Bursar with the implementation of the following:

- Building security.
- Prevention of unsupervised access by students to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos, radon gas.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

#### **Heads of Department (Academic and Co-Curricular)**

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 are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Head of Sport & PE
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Design & Technology – Head of Design & Technology
- Outdoor lessons/Ammunition and firearms – Director of Adventure Education (including the Combined Cadet Force Commanding Officer)
- Trips and visits – Deputy Head Co-Curricular
- Catering and cleaning functions – Catering Manager and Domestic Operations Manager

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

## External Health and Safety advisors

The Bursar will arrange as appropriate for external consultants to **advise** on matters of health and safety within the School. Such provision will include:

- Structural surveyors are retained to give advice on the external fabric of the School.
- Engineers monitor and service the School's plant, equipment, including boilers, lifts and hoists at least annually.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced at least annually.
- The School's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. Arrangements for health and safety in all areas of catering, food preparation, storage and serving at the School will be the responsibility of the catering contractor.
- The School 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.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor.
- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- The School has a suitable and sufficient risk assessment for legionella, every two years and a twice yearly water sampling and testing regime in place.
- The School maintains an asbestos register and the bursar 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. They are also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The School's radiation protection supervisor (RPS), the nominated RPS trained Physics Teacher is responsible for liaison with the radiation protection advisor of OXFORD RADIATION PROTECTION CONSULTANTS for ensuring compliance with the Ionising 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.
- The School has current electrical test certificates for all its buildings. It uses NICEIC (or other independent accreditation organisation) qualified electrical engineers to inspect and maintain its electrical installations [all of which are RCD protected and meet the requirements of BS7671 IET wiring regulations].
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- 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.

## **School Health and Safety Committee**

The Committee will meet once a term and will be chaired by the Bursar with the Deputy Bursar being the vice chair. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Deputy Head, Co-curricular
- Director of Adventure Education
- Domestic Operations Manager
- External H&S Advisor
- Facilities Manager
- Health & Safety Manager
- Head of Art
- Head of Science
- Head of DT
- Head of Property
- Head of Sport & PE
- Head of Grounds
- Nurse Manager
- Catering General Manager
- Technical Theatre Manager

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- 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 guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

### **The Nurse Manager**

The Nurse Manager will be responsible for:

- Keeping statistics and preparing summary reports for the School Health and Safety Committee.
- Escorting students to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished as well as defibrillators are serviced and operational.

The **Health and Safety Manager** is responsible for:

- Maintaining accident records and reporting notifiable accidents to the Health & Safety Executive.

## Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / the Deputy Bursar or the School's Health and Safety Manager 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 the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be 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 protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

## Detailed Health and Safety Arrangements

Detailed Specific Health and Safety Arrangements are documented (with supporting policies) in the 'Arrangements for Health and Safety at Reading Blue School' Document which is available to staff members on the School's intranet.

Signature



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Mr Pete Thomas  
Headmaster

Date

March 2024

Signature



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Mr Mike Rumbelow  
H&S Governor

Date

March 2024