



TAUNTON
— SCHOOL —

Health and Safety Policy

Policy Lead	Health and Safety Adviser
Committee	Health and Safety
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Chapter 1: Policy and Commitment

1.0 STATEMENT OF INTENT

Day-to-day responsibility for the operation of Health and Safety (H&S) at the school is vested with the CEO

Taunton School Governors recognise their collective responsibility to stakeholders for a safe and healthy school as far as is reasonably practicable. These stakeholders include pupils, employees, contractors, visitors (including parents) and others who could be affected by School activities. As employers, they attach a high priority towards the appropriate delivery of all educational and support operations within the school environment. The governors are committed to promoting the welfare of all in the community so that effective learning can take place and a nominated governor has responsibility for oversight of health, safety and security.

The Governors have established the following framework for managing health and safety:

- Appointment of a suitably qualified H&S Advisor and Fire Safety Officer
- Governors review the school's H&S Policy annually and receive a termly H&S report and minutes of H&S meetings from the H&S Advisor
- The governor with oversight of H&S attends the termly meetings of the school's H&S Strategy Group and receives copies of all relevant health and safety documentation.
- An external H&S consultant will be employed when necessary to provide more specific competent advice or for detailed audit and report if required.
- There is a robust process of risk assessment and review informed by a clear policy.
- Governors hold ultimate responsibility for complying with all applicable fire safety legislation and delegate day-to-day responsibility to the CEO. The school has fire risk assessments carried out by a competent person that are reviewed internally every year for progress on completion of items in an action plan. These are updated every 3 years for boarding houses, 5 years for non-boarding areas or more frequently if significant changes are made to the interior of buildings or with new build. The H&S Strategy Group reviews these risk assessments whenever they are updated.
- The school has a comprehensive policy for training and induction of new staff in H&S related issues. H&S training specific to an individual member of staff's functions, such as a science technician, will be provided in addition to the 'standard' induction training.
- All members of staff remain responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are also required to co-operate with the Heads, the COO and respective Senior Leadership Teams in operating the school safely and for reporting any significant risks or issues to management or the H&S Advisor.

2.0 Responsibilities for Health and Safety

This part of the Policy deals with the delegation of H&S tasks within the school..

The Governing Body

Governors hold ultimate responsibility for health, safety and security within the school, its consideration, and for ensuring that satisfactory arrangements are in place to implement this policy. They will consider H&S implications when making strategic decisions and will make adequate resources available, so far as is reasonably practicable, to enable statutory H&S obligations to be met. They will ensure that this policy

is reviewed annually for currency and fitness for purpose. A governor with responsibility for oversight of H&S matters is nominated.

The CEO

The CEO will assist the Board in directing the overall management and development of the policy, defining its aims and communicating the responsibilities associated with the management of H&S within the school. The CEO will also report to the Board on H&S performance and assist in implementing changes in the policy which the Board have approved and will chair the School's H&S Strategy and Committee meetings. Governors retain responsibility for fire safety within the school, as defined in the 2005 Regulatory Reform Order (Fire Safety).

The COO

The COO has day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for the management of health, safety and security for all members of the Support Staff. The COO is the line manager of the School H&S Advisor.

Heads of Schools

The CEO delegates day-to-day responsibility for health, safety and security organisation to the respective Heads of School. They are assisted by their heads of department and other staff who have responsibility for physical areas or responsibility for particular areas.

Health and Safety Advisor and Fire Safety Officer

The school appoints a H&S Advisor and Fire Safety Officer who is to :

- Advise school management and staff on how to carry out their H&S responsibilities;
- Coordinate the school's risk assessment process by making sure that suitable and sufficient risk assessments are completed competently, authorised and in place;
- Monitor the associated risk register;
- Co-ordinate advice from specialist safety advisors and produce action plans in conjunction with the Head of Estates and Facilities;
- Advise management on H&S training needs and support the HR department in training delivery .

As Fire Officer, they are the 'Competent Person' appointed by the CEO for advice on all matters relating to fire safety. This role is to ensure that the school has suitable and sufficient fire risk assessments that are reviewed annually for items in the action plan and updated regularly as per the Intent described above. They also ensure that in addition to the weekly fire alarm tests that the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested annually by a qualified contractor.

Head of HR

The Head of HR supports Leadership and Heads of Department in identifying, organising and recording staff safety training and issues all new staff with a copy of the H&S Policy. They arrange H&S related induction training and make sure staff are aware of their personal responsibilities under this policy.

Heads of Department (Academic, Pastoral and Co-Curricular)

All Heads of Department are responsible for the H&S of those affected by activities under their control and must manage risks accordingly. As risk owners, they are responsible for maintaining up-to-date risk assessments for their areas and producing a departmental H&S Policy as required. Specific risk assessments are required for the following departments and will be completed with support from the H&S Advisor:

- Science – Head of Science TS, TPS/TPPS, TSI/TSIMS, in line with latest CLEAPSS advice and guidance;
- Sports Activities and PE – Director of Co-Curricular TS, Director of Sport TPS/TPPS, Principal TSI;
- Drama – Head of Drama TS, TPS/TPPS;
- Art – Head of Art TS, TPS/TPPS, TSI;
- Music – Head of Music TS, TPS, TPPS;
- Design & Technology – Head of Design & Technology TS, TPS/TPPS, TSI;
- Trips and visits – Educational Visits Officer;
- Catering and cleaning functions – Head of Home Economics / Food Technology;
- Ammunition and firearms – Combined Cadet Force Commanding Officer;
- Boarding - house staff;
- Unsupervised activities – deputy heads TS/TPS/TSI.

Heads of Department must also ensure that Personal Protective Equipment (PPE) is made available and used where appropriate, that work equipment is used and maintained properly (normally in consultation with the Estates Manager) and that hazardous waste is disposed of safely and that staff are aware of occupational health, for example noise and dust levels. They will also work with the Head of HR and identify, organise and record training that is relevant to their area of control.

The Sister in Charge of the Health Centre

The Sister in Charge of the Health Centre is responsible for implementing the Health and First Aid policy. They also provide advice and support to the HR department on First Aid training requirements, maintain the accident book and attends the weekly 'safety cluster' meeting. This meeting determines whether to report notifiable accidents to the H&S Executive (HSE). They also prepare summary accident reports for the H&S Committee in conjunction with the H&S Advisor. Arrangements for recording and reporting accidents to staff, pupils and visitors including RIDDOR are included in the Health and First Aid policy.

Head of Estates

The Head of Estates is responsible for the safety of Maintenance, Grounds and those affected by areas Estates work, including contractors. In particular, they will:

- Understand and implement the School's H&S Policy;
- Appreciate their staff's responsibilities and ensure that each employee knows their responsibility and are equipped appropriately;
- Conduct risk assessments on activities within their departments ensuring that the methods and systems of work are safe and that the necessary procedures, rules and regulations designed to achieve this are applied;
- Provide written instructions of work methods outlining potential hazards and precautions, and ensure compliance;

- Ensure accident and near-miss reporting procedures are understood and applied and assist with accident investigations where appropriate;
- Ensure all employees and sub-contractors are suitably trained/competent to carry out prescribed work and that all necessary licenses/certificates of competence are in force and appropriate;
- Ensure that current Statutory Notices, the H&S Policy and Insurance Certificates are displayed and maintained prominently;
- Ensure maintenance and, where necessary examination and testing, of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety).

General Manager – Commercial, Catering, Events, & Facilities

The General Manager is responsible for the safe operation of all areas for which they have management responsibility. These are:

➤ Catering Manager

The Catering Manager is responsible for the safe operation of the school's catering facilities. They must be familiar with this policy and ensure that all catering staff are instructed to work in accordance with the latest food safety guidelines. As the risk holder in this area, they ensure that risk assessments are carried out and maintained for all related activities.

➤ Housekeeping Manager

The Housekeeping Manager is responsible for the safe operation of the school's housekeeping facilities, including cleaning and laundry services. As the risk holder in this area, they ensure that risk assessments are carried out and maintained for all related activities.

➤ Events and Residential Manager

The Events and Residential Manager is responsible for ensuring that the premises are safe for the use of the hirer during residential lets and external functions and that hirers know their responsibilities. As the risk holder in this area, they ensure that risk assessments are carried out and maintained for all related activities.

➤ Swim School and Sports Club Manager

The Swim School and Sports Club Manager is responsible for safe operation of the swimming pools and sports club facilities. As the risk holder in these areas, they ensure that risk assessments are carried out and maintained for all related activities.

➤ Facilities and Transport Manager

The Facilities Manager along with the General Manager, is responsible for building security, site traffic movements, maintenance of School vehicles, pest control and all domestic services. They are responsible for risk management within these areas and for ensuring that all areas are risk assessed accordingly. They oversee the implementation of the school's security policy and the onsite movement of vehicles.

Radiation Protection Supervisor (RPS)

The School's Radiation Protection Supervisor (RPS) is to liaise with the appointed Radiation Protection Advisor on compliance with the Ionising Radiation Regulations 2017 (IRR17) 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.

Radiation Protection Advisor (RPA)

The school will appoint a Radiation Protection Advisor (RPA) who will complete a bi-annual routine inspection/audit of areas that contain ionising equipment. Taunton School has appointed Tony Butterworth of Safety and Health Services, University of Bristol to act as the School's Radiation Protection Advisor and Radioactive Waste Advisor.

Tel: 07747 600386

email: a.r.butterworth@bris.ac.uk

The RPA will advise on potential issues arising from any materials and equipment, and will be consulted before the commissioning or movement of ionising equipment. A prior risk assessment and local rules will be completed in consultation with the RPA before commissioning of any equipment that applies to IRR17.

All Staff

All staff are regularly reminded of their responsibilities below to:

- Take reasonable care of their own health, safety and well-being. The school has an occupational health policy for staff;
- Familiarise themselves with the detail of the H&S Policy;
- Co-operate fully with the school on all matters relating to their health, safety and well-being at work;
- Not recklessly or intentionally interfere with, or misuse any equipment, safety devices, etc, provided for their health and safety at work. Equally, they are to use personal protective equipment, work equipment, safety devices and control measures prescribed for their H&S while at work;
- Observe safety rules, policies and guidance, and adhering to safe working procedures at all times;
- Report promptly, in the first instance to their line manager and on Firefly, any accidents, injury, significant near miss, incident of violence and aggression and cases of work-related illness;
- Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others;
- Familiarise themselves with and complying with the Fire Safety Policy and School emergency procedures in case of a fire or other emergency;
- Attend H&S training and instruction as directed and carry out their work activities in accordance with that training and instruction.

Fire First Responders

Full details of the arrangements for fire safety provision and the responsibilities of all staff and those with additional responsibilities are given in the Fire Safety Policy. Fire first responders will investigate the causes of alarm and, in consultation with senior members of staff at assembly points, will manage the situation until resolved internally or on arrival of the emergency services. Members of staff with additional responsibilities in the event of a fire will be provided with the necessary instruction and training to carry out that role.

First Aiders

Full details of first aid provision are in the Health and First Aid Policy. The numbers to be trained and the type and level of training is determined by first aid risk assessment. First aiders administer first aid while calling for immediate support from the Health Centre nurses when necessary. They are required to keep their training up to date and if equipment is used, arrange for it to be replenished or replaced by contacting the Health Centre.

Visitors and Other Users of the Premises

This policy applies to all visitors to the school. Visitors are required to sign in and to wear a 'Visitors' identification badge and where possible visitors will be accompanied by an appropriate staff member. Should a fire/emergency occur or the fire alarm be activated whilst visitors are on the premises, the person who is accompanying the visitor/s is to take them to the nearest fire assembly point. Should an incident/accident occur involving a visitor, it must be reported using our standard accident reporting form. Proper consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures. Staff who host visitors issue them with the Visitors' Safeguarding and Emergency Leaflet or alert them to the following:

- Fire and emergency procedures;
- The 'No Smoking' policy;
- Parking their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles;
- To be accompanied or authorised to enter the premises;
- To remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied;
- To not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised;
- To report all accidents, incidents and near misses to their host.

Parents

Parents are seen as part of our community and are welcome therefore to visit the campus. We expect them to observe sensible safety and security procedures to ensure that they remain safe and that their actions do not endanger any other members of the school community.

School Trips and Off-Site Visits

School trips and visits, including residential visits, are the responsibility of the Head of each part of the school and each school has an Off-Site Visits/Educational Visits Policy. Permission is given by, or on behalf of, the relevant Head for staff to take pupils on a school trip and all trips that carry a heightened risk are to be signed off personally by the CEO. It is then the responsibility of the member of staff concerned to comply with the school trip policy for their part of the school. The H&S Advisor is not normally involved in school trips but provides advice and guidance if necessary.

Health and Safety Emergencies

Arrangements for dealing with H&S emergencies are contained in the Crisis & Emergency Plans Policy and the Taunton School Emergency Plan.

Pupils

Our pupils are expected to exercise personal responsibility for the H&S of themselves and others, observe all the H&S rules of the school and, in particular, the instructions of staff given in an emergency. They must not wilfully misuse, neglect or interfere with facilities and equipment provided for their H&S.

Pupil Access to Risky Areas

Areas of high risk are identified in a whole school risk assessment that is reviewed annually by the COO. Any near misses or incidents, which occur in this area, are investigated and reviewed by the H&S Committee.

Contractors

Contractors are managed by the Heads of Estates who ensures that they are appropriately selected and competent in terms of H&S requirements. Contractors are made aware of and must abide by this policy so as not to endanger pupils, staff or other visitors to the site. The Heads of Estates will ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all contractors. All contractors must report to the Support Services Reception (Brigade) on arrival and be signed in before any work takes place and prior to each working session.

Asbestos Duty Holder

The governors act as Asbestos Duty Holder. They delegate authority for the day-to-day management of asbestos to the Head of Estates who maintains the Asbestos Policy, the Asbestos Management Plan and the arrangements for asbestos surveys.

Health and Safety Governance and Management

The school has a governor responsible for overseeing H&S matters. They attend the termly H&S Strategy Group Meeting and ensures that Governors are informed on H&S related matters. The following H&S Meetings are held and the H&S Management structure is shown in Figure 1.

➤ Health and Safety Strategy Group

The Group meets once a term and sets the overall safety strategy for the medium and longer term. It considers issues such as the reporting dashboard, and fitness for purpose of policy, audit, review, and resources including financial, personnel and training. The group will review the register of risk assessments annually.

➤ Health and Safety Committee

Each part of the school is represented on the H&S Committee and anyone wishing to raise a H&S concern should contact one of its members. The Committee meets termly and is chaired by the CEO. Following each meeting, its members are responsible for communication with relevant staff to take agreed matters forward. Minutes are distributed to the Committee, held by the H&S Advisor and are available to all staff on request. Copies of the Minutes are also sent to governors. The role of the Committee is to:

- Discuss matters concerning H&S, including any changes to legislation, policy and guidance;
- Monitor the effectiveness of H&S within the School;
- Review accident and near miss trends and discuss preventative measures;
- Discuss H&S training requirements;
- Monitor the implementation of professional advice;

- Review and update safety policy guidance;
- Assist in the development of safety rules and safe systems of work;
- Monitor communication and publicity relating to H&S in the work place;
- Receive the termly H&S report from the H&S Advisor;
- Take reports from other H&S groups.

➤ **Safety Cluster**

This group meets weekly to review accidents and near misses and reports any significant issues to the COO.

Support Services Management Team (SSMT)

This group meets regularly and focuses on the management of all services provided in support of School operations. Its representatives are:

- COO;
- Finance Director;
- General Manager;
- Head of Estates;
- Head of HR;
- IT Manager;
- H&S Advisor and Fire Safety Officer;
- Guardians UK Director & DSL;
- PA to the COO (Secretary to the Board of Governors).

Areas covered include, but are not limited to, H&S matters related to estates, facilities, catering, housekeeping, events, residential matters, sport facilities, buildings and security issues.



Head of Pre-Prep and Nursery
Head TSI
Head of International Middle School

Head of Boarding
Director of Sport (Senior)
Director of Sport (TPS)



SAFETY CLUSTER

(Meets weekly)

Sister in Charge of Health Centre
Health Centre Assistant
H&S Advisor

Director of Sport (Senior School)
Director of Sport (Prep School)

Figure 1: Health and Safety Meetings Structure

Chapter 2: Planning and Implementing

Introduction

The Board of Governors requires mechanisms to be in place to provide assurance that policy requirements are current, maintained and implemented to provide high standards of H&S performance.

Consultation with Staff

H&S is a regular item on the agenda at staff meetings and other meetings. Any points raised will be discussed and included in the Minutes and actioned accordingly.

Risk Assessments

H&S law identifies the need for risk assessments. Responsibility for completing them and implementing controls falls to managers and teachers as part of their normal duties. Most risk assessments will be straightforward in nature. However, there will be instances of complex risk where it will be necessary to request assistance from the H&S Advisor or competent external advice. The outcome is to identify and implement adequate control measures to minimise harm to people and the environment. Significant residual risks, or where adequate control cannot be achieved is to be escalated for action at the appropriate level.

Risk assessments are stored centrally on the I-Drive and are reviewed annually by their owners. The H&S Advisor and Head of HR are responsible for ensuring staff are trained in the school's risk assessment process.

Objectives and Targets

Our school plan contains strategic objectives, including those for safety, together with targets for their implementation.

Action Plans

Governors are briefed on the school's safety action plan. This plan is derived from H&S audits carried out internally or externally by competent 3rd party advisors and augmented by output from the school's risk assessment process. The H&S Advisor is responsible for producing the action plan.

Chapter 3: Measuring Performance

Measuring Performance

The school uses active and reactive measurement techniques to feedback performance information for review in the continuous improvement cycle.

Active Measurement

Active measuring techniques include:

- A biennial audit by the H&S Advisor that is monitored and reviewed at H&S Committee meetings;
- Periodic site walks and visible leadership inspections of the school, carried out by the CEO, COO, Health and Safety Advisor and members of the SSMT.

Reactive Measurement

Reactive measurement techniques employed by our School include:

- Accident and incident reporting and associated statistics;
- Reporting the outcomes of accident and incident investigations conducted;
- Ill health data where related to occupational causes;
- Claims data, including claims settled with payment;
- Details of enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecutions.

Chapter 4: Audit and Review

Audit

Audit is an essential part of our safety management system. It makes judgements about adequacy of performance. Our periodic audit aims to verify:

- Appropriate management arrangements and precautions are in place and effective;
- Adequate risk control systems exist, are implemented, and consistent with the hazard profile of our School.
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Audits will be conducted by our H&S Advisor, supported by competent advice as necessary and in accordance with the Competent Advice Policy.

Review

Internal reviews of performance will be undertaken at all levels within the school. Information to support reviews may be taken from the activities undertaken to measure performance including the outcomes of audits, inspections and more informal monitoring activities.

Chapter 5: Arrangements / Sub-Policies

The school has a number of risk specific policies that provide instruction and guidance to staff on the H&S arrangements for the management of H&S.

As a School, we have many policies that are monitored, maintained and available to view on the our Firefly Intranet policy pages.

The policies will be subject to annual review and the policy list shall be amended as necessary following any changes that are implemented.