



Health & Safety Policy

Applies to
Responsibility
Approving Body
Date reviewed
Next review

Whole School
Bursar
Full Governing Body
Epiphany 2025
Michaelmas 2025

Statement of General Policy

"The first duty of any school is to ensure the health and wellbeing of its pupils, its staff and its visitors. This duty applies equally to Wells Cathedral School. Whatever else we achieve as an organisation will count for little if we do not ensure that all reasonable precautions are taken to ensure that our pupils, staff and visitors are safe. No organisation can eliminate all risks to health and safety. Indeed, allowing our pupils to challenge themselves, on the sports field, during outward bound expeditions and other such activities as part of their rounded development inevitably means accepting a level of risk. Our responsibility to ourselves and to each other is therefore to avoid risks to health and safety wherever possible and to mitigate those risks that cannot be eliminated completely to an acceptable level.

The Governing Body and Senior Management Team of the School are committed to ensuring the health and wellbeing of its pupils, staff and visitors. We therefore commend this Health and Safety policy to you. You should consider its directions to take priority above all other considerations that guide your actions at the School and know that you have our full support in its implementation. To assist you in this responsibility, the School has a structured health and safety organisation, headed by the Bursar and assisted by the School Health & Safety and Risk Officer which will provide you with the information, training and advice that you require. Details of this structure and named individuals with these responsibilities are given in this policy. Never hesitate to contact these members of staff for advice on Health and Safety matters whenever you wish to do so."

A handwritten signature in black ink, reading "Robert Powell". The signature is fluid and cursive, with a small flourish at the end.

Mr Robert Powell
Chair of Governors

1. Introduction

Wells Cathedral School attaches the utmost importance to the safety, health and welfare of its employees and pupils. The School will comply with the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and all subsequent regulations. The School Governors bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to the Head Master and the Bursar.

The School's Senior Management Team (SMT) will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the School operations can work.

The SMT will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees and their representatives with regards to health and safety issues. It will provide the necessary safety devices and protective equipment provided that a safer working environment cannot be achieved by any other means.

2. Focus of Policy

The School's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances.
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant, vehicles and systems of work.
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

3. Policy Review

This policy will be regularly revised, by the Bursar, as necessary (but at a minimum of one year intervals). In conducting the policy reviews, due regard will be given to the following:

Planning: The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees. If appropriate, the School will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school buildings, water quality, the naturally occurring presence of Radon and the use of radioactive material;
- contractors in schools;
- vehicle movements within the school grounds;
- workplace arrangements, including housekeeping;
- educational visits;
- violence to staff;
- school security;
- stress management;
- letting of school premises to outside bodies;
- pupils with special needs, i.e. manual handling;
- any other site specific issue, e.g. swimming pools, etc.

Organisation: A review of the School's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control: Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review: All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed following each audit. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

4. Responsibilities for Health & Safety

The School's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient financial provision is made available to support the policy. In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the School's Governors and Senior Management Team management and board meetings.

There is a School Health & Safety Committee, membership being as follows:

- Bursar (Chair)
- Health & Safety Governor
- Health & Safety and Risk Officer (Secretary)
- Deputy Head (Pastoral)
- Catering Manager
- Head of Outdoor Education
- Educational Visits Coordinator
- Director of Sport

- Head of Science Faculty
- Head of Estates
- Prep School representative
- Lead School Nurse

The Committee meets once per term, minutes being sent to all members of the Senior Management Team, the Governor responsible for overseeing safety and all members of the Committee. The functions of the Committee are to coordinate and oversee implementation of the policy on safety, to monitor action, identify priorities and to make recommendations. Members of the Committee are also responsible for the production of departmental-level Health and Safety policies below:

- Science Health and Safety Policy (Head of Science Faculty)
- Sports Health and Safety Policy (Director of Sport)
- Co-Curricular Health and Safety Policy (Head of Outdoor Education)
- Estates Health and Safety Policy (Estates Bursar)
- Catering Health and Safety Policy (Catering Manager)

In addition to the Health and Safety Committee a number of other specified responsibilities for Health and Safety Management have been delegated to staff as follows:

- The Bursar has overall responsibility to the Head Master and Governing Body for the implementation of this Policy and procedures derived from it. The Bursar is the nominated 'Responsible Person' for fire safety.
- Health & Safety and Risk Officer - Oversees health and safety, security, business continuity, insurance and compliance across the School. Provides support / advice to staff and members of the School community, including the development and oversight of risk assessments. Supports School risk related audits and reviews / creates policies and procedures that relate to their role. Carries out investigations, such as following accidents / near misses and recommends control measures to reduce the likelihood of a recurrence. Notifies HSE of any reportable incidents in accordance with RIDDOR regulations.
- Health and Safety/Fire Safety Zone Leaders (x32) - Implementation of Fire Safety procedures within their physical and activity areas of responsibility. Completing regular fire safety checks in accordance with the School's Fire Safety Policy and fire evacuation drills for their zone followed by the completion of a fire drill report every term.
- Bursary Receptionist and Administrative Assistant - Overseeing the School Health and Safety Accident and Incident Log, and the Fire Zone Leaders Fire Drill reports - escalating findings to the Health & Safety and Risk Officer. Allocating agreed E-Learning training to staff either as part of their induction, or annual training cycle as instructed

by the Head of HR.

- Head of Estates – Maintenance of the infrastructure of School buildings and grounds to comply with the relevant Health and Safety regulations. The management of contractors and overseeing the maintenance of plant and equipment.
- Educational Visits Coordinator – ensure that effective H&S arrangements are in place for educational visits so that the Bursar is able to authorise, and that those supervising or leading educational visits are competent; arranging training to staff as appropriate.
- Outside of the above named staffs' normal working hours, serious health and safety issues and emergencies must be raised immediately to the member of the Senior Management Team who is named as being on duty at that time. A rota is made available to staff for this purpose.

Duties arising from these specific responsibilities include: ensuring the production of risk assessments for specified areas of the School and for specified activities conducted, both within and outside of its physical confines under its auspices; overseeing the delivery and attendance of mandatory training and; providing advice on, and internal audit of, compliance with the School's Health and Safety Policy and procedures. The School has a Health and Safety Risk Assessment Policy on the production and use of risk assessments.

Co-operation and Individual Responsibility

Those who are particularly at a management level are expected to set an example to others on all aspects of health and safety. However, a safe and healthy workplace can only be achieved with the full cooperation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this employees must:

- Obey all the safety rules and procedures, including the wearing of Personal Protective Equipment and the use of protective devices if they are specified in School risk assessments, or if directed to do so by their line manager.
- Complete and adhere to any H&S training they have received.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their line manager, the Health & Safety and Risk Officer or Estates team if appropriate, all hazards, potential hazards, defects in equipment and any shortcomings in the School's work systems or procedures.
- Report Health and Safety incidents – including 'near misses', using the School Accident

and Near Miss Report which can be found in the School Bookmarks area.

Employees should not be in any doubt that this policy forms part of employees' conditions of employment and that the School will apply disciplinary procedures to any employee who is in breach of the School's Health and Safety Policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and for those who may become involved in them.

5. First Aid / Accident Procedures and other Emergencies

For incidents requiring medical attention the assistance of a first aid qualified member of staff should be sought. If necessary, the staff at St Andrew's Lodge should be contacted on (01749) 834260 for further treatment. If there is any concern that the incident is life threatening or otherwise requires emergency medical treatment then dial 999 to request an ambulance, and notify St Andrew's Lodge too if practicable. All accidents, injuries and near misses must be recorded. Further information is contained within the School's First Aid Policy.

In the event of a security incident, the School security staff should be summoned by calling any of the reception desks, or (including out of hours) by calling 07976 831166. If the situation requires the assistance of the police, call 999. Further information is contained within the School's Security Policy.

For all other incidents, assistance can be obtained, by contacting the Bursar, Head of Estates, or if outside of normal School hours, a member of the Senior Management Team. Procedures and guidance for dealing with major incidents are detailed in the School's Major Incident and Business Continuity Management Policy.

6. Fire Safety

The School's Fire Safety Policy addresses all matters relating to fire safety in the School.

7. Vehicle Safety

The School's Driving and Vehicle Policy sets out the procedures for the driving and use of vehicles both on site and when traveling outside of the School.

8. Working at Height

Only staff who have received training in working at height should attempt to undertake any activity which involves working at any height above floor level. Standing on chairs or other improvised means to access objects or conduct other activities at height must never be attempted. Staff whose role requires working at height may receive additional training. Additional specialist forms of working at height such as use of scaffolding works towers or hydraulic lift require further specialist training from outside contractors before the equipment can be used, and will be arranged through the Estates Team. Further information about the use of working at height equipment can be found in the Maintenance and Grounds Health and Safety Policy as well as this generic School Risk Assessment.

9. Manual Handling

All staff receive training in manual handling, as part of the mandatory health and safety training package undertaken by all staff and refreshed every three years. Those staff who regularly perform manual handling tasks as part of their role will receive additional training. Please see this generic School Risk Assessment for additional information.

10. Hazardous Materials

COSHH applies to a wide range of substances and preparations (mixtures of two or more substances) which have the potential to cause harm to health if they are ingested, inhaled, or are absorbed by, or come into contact with, the skin, or other body membranes. Hazardous substances can occur in many forms, including solids, liquids, vapours, gases and fumes. They can also be simple asphyxiants or biological agents. The School regards a substance as hazardous to health if it is hazardous in the form in which it may occur in the work activity.

Where risks are present, risk assessments and COSHH data sheets are kept in the relevant department and training provided to staff with use of these materials.

The management of Asbestos is referred to in the School's Asbestos Management Plan.

11. Selecting and Managing Contractors

The School's policy and procedure for selecting and managing contractors is covered in the departmental H&S policy and the Outside Providers and Contractors Questionnaire.

12. Policy and Procedure for Off-site Visits

The School's policy and procedure for off-site visits, including residential visits and any school-led adventure activities is covered in the School's Educational Visits and Events Policy.

13. Violence to Staff

It is the policy of the School that violence in any form is unacceptable. Violence includes any form of verbal abuse, intimidation, threats, physical attack and property damage.

Any form of violence by an employee of the School against another employee, volunteer, pupil, parent, contractor or visitor to the School, if proved, will lead to disciplinary action up to and including dismissal for unacceptable conduct.

Further detail is contained in the School's Workplace Violence Policy.

14. Risk Assessments

The School conducts risk assessments to evaluate and minimise risk. Risk Assessments must be carried out in sufficient time prior to a task being started. The School has a suite of risk assessments which are made available to all on the Shared Google Drive / Risk Assessments. Responsibility is assigned to individuals, such as the Head of Department for ensuring they are kept up to date, regularly reviewed and communicated to all staff in their department. New staff will also be made of risk assessments and will be expected to read and adhere to those which are relevant to their role.

For more information please see the Schools Health and Safety Risk Assessment Policy.

15. Letting of School Facilities

The letting of School facilities is handled by the Enterprises Department. The department requests risk assessments from all residential groups and hirers. Where a hirer does not have a risk assessment one will be requested and a template can be provided.

16. Lone Working

The School will avoid the need for employees to work alone where reasonably practicable and take steps to reduce the risk when this is necessary. Please see the School's Lone Working Policy for further details.

17. Educational Visits

Please see the School's Educational Visits and Events Policy for full details, as this sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

18. Information, Training and Advice

All employees will receive mandatory health and safety training during their initial induction, plus any additional training which is relevant to their role, in accordance with aspects such as their job description, the School's Mandatory E-Learning Training Matrix, School First Aid requirements, etc. Training must be completed within timeframes set and training will be refreshed on a regular basis. This includes basic training on slips, trips and falls, risk assessments, COSHH, working at height, manual handling and fire safety. Other training events, such as regular fire drills, will also take place regularly under the direction of the staff with delegated Health and Safety Responsibilities, such as the Fire Zone Leaders (Fire Wardens) as outlined in the Fire Safety Policy.

The record of staff training is held by the HR department at the individual level and whole-school completion performance of e-learning training is monitored by the Bursary Receptionist and Administrative Assistant.

This policy and the Health and Safety Executive notice 'Health and Safety Law – what you need to know' is to be displayed prominently in locations throughout the School under the direction of the Bursar / Health & Safety and Risk Officer

A copy of this policy is available at all times for staff to view and will be provided to all employees when they join the School. When changes are made to the policy, it will be re-shared with staff.

19. Occupational Health Services

Staff who have been absent for a period of six weeks or more may be referred to Occupational Health, for an assessment, to ascertain what reasonable adjustment the School could make to enable the employee to return to full duties. Individuals may also be referred to Occupational Health services after a long period of absence to ensure all reasonable adjustments are made to enable the employee to return to their place of work.