



# HEALTH AND SAFETY POLICY

Version 1.45

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## **PART 1 – HEALTH AND SAFETY POLICY STATEMENT**

The Proprietors of Padworth College attach great importance to the health, safety and welfare of all those who form part of the College community, whether they be members of staff, students, visitors or contractors. The Proprietors are committed to reducing accidents, incidents and ill-health and look for ways to improve continuously.

All staff at Padworth College are aware they have health and safety responsibilities and all are expected to play an active part in ensuring the highest health and safety standards for College students, employees, visitors, customers and contractors are established and maintained. All those engaged to work at the College are expected to comply with the requirements detailed in this Policy.

The Policy highlights the need for all staff to be alert to risks and hazards and to seek to minimise these by planning work carefully and responsibly. The development of a safe mindset amongst those who work and study here is at the heart of the College's commitment to ensure that the highest standards of health and safety are met at all times.

All employees of the College are further expected to be constantly aware of the risks inherent in the management, care and education of children and to take all reasonable steps to identify, minimise and manage those risks. Those who are entrusted with positions of supervision, whether on College property or during trips and activities, should ensure students conduct themselves in accordance with all health and safety requirements and encourage them to approach their life at the College responsibly, being alert to risks and hazards.

This Health and Safety Policy is based on the requirements laid down in the Health and Safety at Work etc. Act 1974 (HSAW), regulations made under this Act, Approved Codes of Practice and Guidance. The scope, principles & required risk assessments of this policy also cover the risks faced and actions taken with respect to Covid 19, where the College monitors the local and perceived risk levels and amends its risk assessments and mitigations accordingly over time.

All who work at the College should make themselves familiar with the content of all College Policies, paying particular attention to their own areas of responsibility and operation.

They are also expected to apply the Policy conscientiously and thoroughly; where the meaning or expectation of any part of this material is unclear to an employee, it is expected that he or she will expeditiously seek clarification of that material. Should any member of staff identify an area where improvement could be made, they should without delay contact their Line Manager or a member of the SLT who holds responsibility for the coordination and management of health and safety.

Charlie Freer

Director

Review Date: SEPTEMBER 2023

Date of Next Review: SEPTEMBER 2024

## **PART 2 – ORGANISATION AND RESPONSIBILITIES**

### **INTRODUCTION**

This document confirms the responsibilities for the implementation of the Health and Safety Policy of Padworth College. The Proprietors have overall responsibility, but all staff and students of Padworth College have collective responsibility for health and safety.

### **MANAGEMENT OF HEALTH AND SAFETY**

The College has developed a Health and Safety Policy to ensure high health and safety standards are achieved whilst also meeting the educational, community and commercial needs of the College. Details of the organisation and responsibilities are contained within this section and cover the following:

- The responsibilities of all staff
- The responsibilities of College bodies or committees, including the Proprietors and the Health and Safety Committee
- The responsibility of individuals, including various levels of management

By assessing each item of the Health and Safety Policy on a regular basis and acknowledging the status of each item, the College will ensure momentum is maintained and continuous improvement sought.

### **HEALTH AND SAFETY ACTION PLAN**

The College uses a Health and Safety Action Plan, which is reviewed and updated in the annual H&S Committee meeting, including any strategic recommendations from annual audits and inspections, and the key actions arising from risk assessments, incident investigations and changes to operating procedures.

This plan identifies:

- The recommendations with priorities
- The proposed action and the person assigned to implement the action
- Proposed completion dates, where not anticipated to be completed in a reasonable period.

The plan is updated when recommendations are implemented. It is reviewed regularly by the Director to ensure that recommendations are progressed and to amend the actions and timescales where appropriate.

### **ORGANISATION**

The organisational arrangements for managing health and safety in the College are described in the following pages of this document. A flow diagram showing responsibility for health and safety management follows this section.

## **PART 2 – ORGANISATION AND RESPONSIBILITIES**

### **RESPONSIBILITIES OF ALL STAFF**

All College employees have a legal duty to look after their own health and safety and that of others who may be affected by their acts or omissions. They also have legal duties to co-operate with the College to enable the College to comply with any imposed duties and to use properly anything provided in the interests of health, safety and welfare.

All employees have the following specific duties:

- To read, understand the College H&S Policy and comply with the prescribed arrangements & objectives.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.
- To use any machinery, equipment, substances, vehicles or safety devices in accordance with any training in the use of the equipment and instructions.
- To report all accidents and incidents, hazards, dangerous occurrences and damage to plant, equipment etc., which they consider to be a serious and immediate danger to health and safety, to their Line Manager or the Director.
- To use the necessary protective clothing and equipment.
- To observe and follow all safe working practices.
- To be actively involved in the employee consultation process.

### **DUTIES OF THE PROPRIETORS**

The Proprietors have collective responsibility for the oversight of health and safety within the College. They will monitor the effectiveness of the implementation of the Health and Safety Policy and any associated procedures and will direct that it should be revised as and when necessary. The Proprietors will also provide strong health and safety leadership and will ensure all decisions reflect the commitment to provide a safe environment for all and will seek the active participation of employees and students in improving health and safety. The aims of the Proprietors are to:

- Prevent accidents and ill-health arising from the College's activities, so far as is reasonably practicable.
- Ensure compliance with all relevant health and safety legislation.
- Ensure a safe environment is provided for all users of the College.
- Actively promote and be fully involved in continuously improving health and safety.

In particular, the Proprietors will ensure, so far as is reasonably practicable that:

- Sufficient and appropriate financial and other necessary resources are made available to meet health, safety and welfare requirements;
- The effectiveness of the College's risk management is assessed regularly;
- Health and safety is duly considered when making senior management appointments;
- Health and safety receives as much attention and strategic importance as any other aspect of the College's management;
- The Senior Leadership Team are aware of their role and responsibilities in the effective management of health and safety and in providing leadership throughout the College;
- The Senior Leadership Team have suitable training and instruction to enable them to take immediate action to prevent breaches in health and safety;
- Arrangements are in place to ensure employees are given adequate information, instruction, training and supervision to allow them to carry out their tasks safely;

## **PART 2 – ORGANISATION AND RESPONSIBILITIES**

- They consult with the Principal and Head of Compliance and where necessary, the Health and Safety Consultant;
- They attend the Health and Safety Committee they ensure the Committee is working effectively to fulfil its responsibilities;
- They receive copies of all RIDDOR and major incident and accident reports and monitor that appropriate action has been taken by the College;
- They monitor the College's Policies and Procedures to ensure they operate effectively.

### **HEALTH & SAFETY COMMITTEE**

The Committee comprises the following staff members:

- Crispin Dawson – Principal / Designated Safeguarding Lead
- Charlie Freer – Proprietor (Chair)
- Steven Duncan – Maintenance Manager
- External Health and Safety Consultant (as and when necessary)

The Committee will meet on an annual or as required basis. The duties of the Committee include:

- Overseeing the implementation of the Health and Safety Policy in controlling risks so far as is reasonably practicable;
- Assessing and leading the development of the 'Safety Culture' of the organisation, encouraging in particular an understanding of the importance of health and safety and personal responsibility;
- Agreeing priorities, plus responsibilities, timescales and resources required for the development of Policies and Procedures in order to comply with legislation and the promotion of best practice throughout the organisation;
- Directing and co-ordinating developments and revisions to Policies and Procedures.

### **HEALTH AND SAFETY WITHIN DEPARTMENTS**

Each member of teaching staff or department head has responsibility for ensuring that high health and safety standards exist within each classroom and department and should ensure measures appropriate for the department, discipline or activity are consistently implemented. In the event of a cause for concern, you should contact one of the Directors, the IFE Head of Compliance or Principal.

## **PART 2 – ORGANISATION AND RESPONSIBILITIES**

### **INDIVIDUAL RESPONSIBILITIES**

#### **DIRECTOR**

The Director has been assigned executive responsibility to oversee health and safety management on a day to day basis, reporting directly to the Directors and Principal. The Director's responsibilities include so far as is reasonably practicable:

- To read and understand the College's H&S Policy and comply with the prescribed arrangements;
- Working closely with the SLT, to seek to ensure risk reduction is promoted in all areas and disciplines of the College;
- Chairing the Health and Safety Committee;
- Supervising the operation of health and safety practices in key areas, including seeking to ensure that managers understand and accept their responsibilities;
- Monitoring the effectiveness of the management system as regards estates and administrative work;
- Ensuring risks are properly managed in order to minimise the liabilities to Padworth College;
- Seeking to ensure that health and safety responsibilities are clearly defined and allocated to the appropriate staff members;
- Seeking to ensure in conjunction with the IFE Head of Compliance (or any Health and Safety Consultant) that the Health and Safety Policy is reviewed and updated on a regular basis, and that the document is available to employees;
- Seeking to ensure all employees are adequately trained and experienced to carry out their Health and Safety responsibilities;
- Ensuring liabilities are adequately covered by both Public and Employers Liability Insurance.

#### **PRINCIPAL**

The Principal is appointed by the Proprietors to have oversight for health and safety in all academic, pastoral and co-curricular elements of the College and will work closely with the SLT to seek to ensure the successful day to day management of health and safety. The Principal's responsibilities include so far as is reasonably practicable:

- Reading and understanding the College's H&S Policy and complying with the prescribed arrangements;
- Promoting a proactive and continuing interest in health and safety matters throughout the College;
- Providing positive and visible leadership to establish a strong health and safety culture throughout the organisation;
- Regularly consulting with the pastoral staff with respect to Safeguarding & how best to implement H&S responsibilities ;
- Seeking to ensure the co-operation of all staff at all levels as regards working to this Policy;
- Seeking to ensure that any changes in curriculum and in systems of pastoral work are considered for health and safety implications.

## **PART 2 – ORGANISATION AND RESPONSIBILITIES**

### **DESIGNATED SAFEGUARDING LEAD (DSL)**

The Principal as DSL is responsible for monitoring and evaluating implementation of the College's compliance with the Independent Schools Standards Regulations (and associated Government Guidance) and with Data Protection law. His/her role includes:

- Reading and understanding the College's H&S Policy and checking compliance with the prescribed arrangements
- Being a member of the Health and Safety Committee
- Monitoring the quality of documented procedures in relation to Safeguarding (ISSRs Parts 3&4) and Health, Safety and Security (ISSRs Parts 3&5), to ensure procedures and practices reflect legal compliance as a minimum
- Consultation with the SLT, Academic and Boarding Staff
- Ensuring that procedural changes in academic, pastoral and co-curricular activities are considered for their health, safety and child protection implications.

### **DIRECTOR OF STUDIES & HEAD OF BOARDING**

The Director of Studies & Head of Boarding will be responsible to the Principal & Director for the implementation of the College's Health and Safety Policy relating to academic & pastoral activities, which includes:

- Reading and understanding the College's H&S Policy and complying with the prescribed arrangements
- Monitoring the effectiveness of the Health and Safety Policy in relation to academic and co-curricular activities and reporting to the Principal or Director as appropriate
- Consulting with the Director
- Seeking to ensure the co-operation of all academic and pastoral staff at all levels as regards working to the management system
- Completing an annual risk assessment of the Teaching Block and each of the Boarding Houses
- Seeking to ensure that all Heads of teaching and pastoral/boarding staff understand their responsibilities and are given both the time and the encouragement to implement them
- Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in the management system, especially including the use of risk assessments.

### **TEACHING STAFF**

Teaching Staff will be responsible for ensuring that all agreed and necessary health and safety measures are observed and applied. In addition to their normal supervisory role they will have specific duties to:

- Reading and understanding the College's H&S Policy and complying with the prescribed arrangements
- Informing, instructing and training students as necessary in the identification and avoidance of hazards and the safe performance of their work
- Seeking to ensure that health and safety rules and procedures are, where appropriate, observed e.g.: use of guards and other safety equipment, wearing of protective clothing, safe handling of hazardous substances including observing CLEAPSS and or COSHH assessments and or training, etc
- Seeking to ensure that any unsafe practices are identified and appropriate remedial action is taken
- Recommending any necessary improvements or changes to seek to eliminate hazards and to seek to identify and eliminate potential accidents
- Continually stimulating a knowledge, interest and awareness of health and safety by discussions with colleagues and students.



## **PART 2 – ORGANISATION AND RESPONSIBILITIES**

### **PASTORAL/BOARDING STAFF**

Pastoral/Boarding staff have responsibility for the health and safety arrangements within their Houses, reporting to the Head of Boarding. Their duties include:

- Reading and understanding the College's H&S Policy and complying with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices amongst students and house staff
- Regular discussion amongst the house staff regarding potential health and safety issues and reporting matters as appropriate
- Carrying out all necessary precautions and control measures regarding fire safety e.g. instructing students and house staff about alarm systems and evacuation procedures, having evacuation practices at the agreed frequency, checking that fire doors are kept closed at night and that escape routes are unobstructed at all times
- Monitoring bedrooms to seek to ensure the correct use of electrical equipment
- Undertaking and reviewing risk assessments, implementing suitable control measures for off-site house trips and liaising with appropriate staff to ensure that any issues are addressed.

### **MAINTENANCE MANAGER**

The health and safety responsibilities of the Maintenance Manager role include:

- Reading and understanding the College's H&S Policy and complying with the prescribed arrangements.
- Actively promoting hazard awareness and safe working practices
- Undertaking and reviewing risk assessments (e.g. safe systems of work) for all work activities, including areas such as: use of machines and work equipment, COSHH, Noise, Hand Arm Vibration, Manual Handling, Working at Height
- Leading regular discussion with the Director regarding potential health and safety issues and resolving or reporting matters as appropriate.

### **OTHER FUNCTIONAL MANAGERS**

This section refers to the managers of functions not specified above. Their health and safety responsibilities include:

- Reading and understanding the College's H&S Policy and complying with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices within their Departments and teams
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. Safe Systems of Work) for all work activities
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety
- Supervising the activities of staff seeking to ensure they are complying with College policies and safe working practices and monitoring the operation of control measures within the department
- Leading regular discussion amongst their team regarding potential health and safety issues and resolving or reporting matters as appropriate.

### **LABORATORY AND OTHER ACADEMIC DEPARTMENT TECHNICIANS**

Technicians report to the respective Heads of Department, they are responsible for implementing specified control measures to support the safety of student and staff activities in the department. Examples include:

## **PART 2 – ORGANISATION AND RESPONSIBILITIES**

- Seeking to ensure that equipment and materials provided to students and staff (e.g. experiments, stage sets) are safe for use
- Undertaking CLEAPSS and COSHH risk assessments, maintaining safety data sheets and following procedures for the safe use and storage of such substances
- Seeking to ensure that Local Exhaust Ventilation systems are operating correctly and resolving or reporting faults as appropriate, including the statutory thorough examination and test of Fume Cupboards
- Isolating gas supplies to laboratories at the end of each teaching day
- Ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm.

### **IFE HEAD OF COMPLIANCE / EXTERNAL HEALTH & SAFETY ADVISER**

The IFE Head of Compliance and any Health and safety advisers act in an advisory capacity, communicating directly with the Director. Responsibilities include the following:

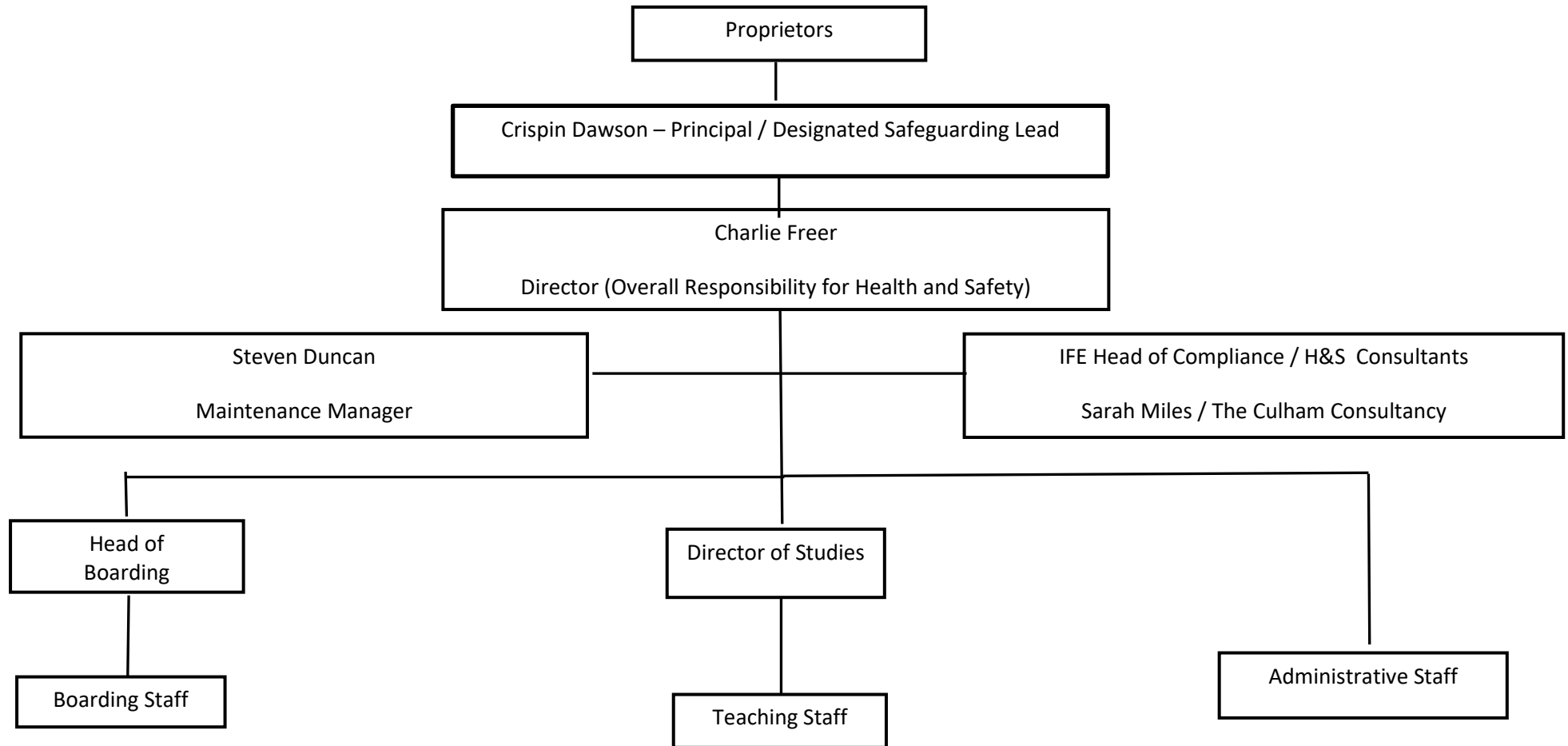
- Carrying out a detailed Annual Health and Safety Audit, reporting the results to the Director
- Providing competent health and safety advice where requested
- Ensuring Padworth College is updated with any changes in health and safety legislation
- Investigating incidents when requested.

### **STATUTORY REQUIREMENTS**

#### **Visits by Enforcing Authorities**

The Health and Safety at Work Act is enforced by inspectors appointed by the HSE who have the discretion to visit the College at any time to confirm that the regulations are being properly applied. It is College policy that all members of staff co-operate fully with Enforcing Authority Inspectors, affording them such information as is necessary for them to carry out their duties.

## PART 2 – ORGANISATION AND RESPONSIBILITIES - DIAGRAM



## **PART 3 – ARRANGEMENTS**

### **INTRODUCTION**

This part of the Health and Safety Policy confirms the general arrangements for the management of health and safety on a day-to-day basis. It also provides guidance to those responsible for formulating specific instructions whether in Boarding Houses, Departments or other areas of the College. The following sections provide the information required to enable all staff to successfully implement the required health and safety standards in their respective workplace.

### **INFORMATION AND INSTRUCTION**

Information relating to health and safety matters will be provided in all workplaces. This will include:

- Health and Safety Policy
- Health and Safety Law Poster
- Employer’s Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens, Marshals and First Aiders
- Any other safety instructions relevant to that workplace.

Where a specific issue needs to be raised to all or certain members of staff, a Safety Notice will be prepared to confirm the College’s position on a matter as well as to highlight clearly any action required by those affected.

### **TRAINING AND COMPETENCE**

All members of staff receive appropriate health and safety training to allow them to carry out their responsibilities safely and without risk. Well-trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury.

Training will include the following:

Induction Training	Each new member of staff will be given formal training to highlight the key H&S risks associated with College operations and the need to work in a safe manner as well as general arrangements for dealing with emergencies, fire and security.
Refresher Training	<p>Additional refresher training will be given to all staff on a regular basis, which will reiterate the health and safety standards required and update as necessary.</p> <p>This type of training also includes updates for employees who may be exposed to new or increased risks or through changes in responsibilities, the introduction of new equipment or new work methods.</p>
Task / Operation Specific Training	Where specific training is required in a certain task or operation, this will be arranged by the Director. Training of this nature can be brief, in the form of a tool box talk or briefing on a given subject, or more in depth where hazards are more complex.
Statutory Training	In certain disciplines, the College must comply with legislative requirements for training, including first aid. This will often involve members of staff attending external courses to obtain initial, refresher or other specialist training.

## **PART 3 – ARRANGEMENTS**

### **SUPERVISION**

Whilst information, instruction and training are essential to ensure staff are able to deal with the risks they face in their working environment, management and supervisory staff must primarily ensure that all employees under their control have the appropriate training and experience levels to undertake their allocated tasks.

Depending on the level of risk, appropriate supervision will be given by Line Managers to ensure workers do not deviate from safe working practices.

### **CONSULTATION WITH EMPLOYEES**

The College is committed to involving all employees in risk management. In particular, the College will consult with staff on:

- any changes at the workplace that may substantially affect their health and safety, for example, changes in systems of work or the introduction of new technology
- the arrangements for competent advice on health and safety matters
- the information to be given to employees about risks to health and safety and preventative measures
- the planning and organising of health and safety training

The College consults directly with staff on health and safety matters. All members of staff can raise issues through their Line Manager and all matters raised are recorded, as are all relevant actions.

### **RISK ASSESSMENT AND CONTROL**

Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety to ensure hazards are eliminated or reduced so far as is reasonably practicable, by implementing appropriate control measures and safe systems of work.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work. A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. College Management will ensure those undertaking the activity understand what they have to do and the control measures to be implemented. These briefings will be recorded for future reference.

Various types of risk assessment are undertaken on a regular basis, including:

- General Workplace Assessments – regular reviews of the different workplaces
- Fire Risk Assessments – carried out by external consultants
- Trip and Excursion Risk Assessments – carried out by Trip Activity Leaders detailing the risks associated with each trip of excursion
- Safeguarding Risk Assessments – carried out by the DSL
- Covid 19 Risk Assessments – carried out by the Principal and SLT

## **PART 3 – ARRANGEMENTS**

Risk controls will be undertaken using the hierarchy of controls, namely:

- Elimination of risks altogether
- Substitution of hazardous equipment or tasks
- Engineering Controls to reduce potential exposure to hazards
- Providing Warnings, Signage and Barriers to prevent access to hazards
- Personal Protective Equipment to reduce the risk of injury, as a last resort.

All risk assessments will be monitored and reviewed annually/regularly and will be specifically reviewed after an incident, when working practices or equipment change or when best practice or legislative requirements are amended.

### **INSPECTION AND AUDIT**

All areas and departments of the College will be subject to inspection to ensure hazards are detected and recorded and to confirm that compliance levels are acceptable.

Inspections are carried out according to an agreed format in order to ensure any required actions are captured accurately. Any reports are then circulated to the relevant Department Head, Principal and the Director.

Outstanding actions from any inspections are discussed at the Health and Safety Committee Meetings. The analysis of any trends that may be apparent are also discussed in order for progress to be monitored and any future policy changes discussed and agreed.

The IFE Head of Compliance or an external health and safety consultant will also undertake compliance reviews of the College on a regular basis and will report progress directly to the Director.

### **MANAGEMENT OF MAJOR INCIDENTS**

The College has prepared a detailed Crisis Management Policy for dealing with major incidents and emergencies. There are several events or incidents that may require the College to instigate the procedures, as these may generate a large number of casualties or may place a significant burden on the College's ability to deliver normal day to day services. In the event of a major incident being suspected, the Principal (or other appointed Deputy) will take responsibility for initiating the Crisis Management procedures.

Examples of major incidents that could initiate these procedures include:

- Fire on College premises
- Serious accident to staff or student(s)
- Significant Power outage
- Significant Flooding
- Serious adverse weather
- Missing Student(s)
- Road traffic accident (near the College)
- Road traffic accident on a trip or school excursion
- Public allegations of abuse or malpractice

Flexible plans are in place to deal with a range of situations which are likely to vary in magnitude, duration or complexity. Specialist assistance can also be sought in the event of an unusual incident, e.g. chemical spill, environmental incident, etc.

The Crisis Management Plan procedures involve a number of key members of staff. It is reviewed to ensure ongoing familiarity in dealing with an emergency situation.

## **PART 3 – ARRANGEMENTS**

### **INCIDENT REPORTING AND INVESTIGATION**

All employees, contractors and visitors are required to report accidents resulting in injury to any person to their Line Manager. Near miss incidents, where an incident had the potential to cause harm, injury or damage should also be reported. The goal of all incident management is to allow an investigation into the circumstances of the incident which may result in measures being taken to prevent a recurrence.

Accident Books are held by the Office/House Staff. The following incidents must be recorded:

- All accidents involving injuries
- All incidents which, although not involving injury, could have resulted in injury
- All near-misses

All reportable incidents will be investigated by the Director (or a duly appointed independent health and safety consultant if this is deemed more appropriate). The purpose of the investigation will be to ensure that protective and preventive measures are reviewed and procedures amended or improved as required.

Senior leaders are required to report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Director will ensure all necessary accident notifications are made when required.

If the follow-up form indicates that actions are necessary to prevent a re-occurrence, then immediate arrangements will be made to initiate the necessary corrective action. This may be a physical change to buildings or facilities, or it could be a change of procedures in boarding houses, academic departments or extra-curricular activities.

The Chair of the Health and Safety Committee will review accident reports, statistics and investigations at each meeting, drawing the Committee's attention to any specific issues requiring action or discussion.