

SHREWSBURY SCHOOL HEALTH AND SAFETY POLICY

January 2022 (MJW)

Part I: Health and Safety Policy Statement

The Governing Body of Shrewsbury School fully recognises its collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In its role as employer the Governing Body attaches high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

The Governing Body fulfils its duty by appointing, Fiona Schofield, as the governor with responsibility for overseeing health and safety. The Governing Body reviews Health and Safety issues at its meetings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The governor overseeing health and safety attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- A report on health and safety statistics is tabled annually at the Audit Committee meeting.
- The minutes of the Audit Committee's discussion on health and safety are tabled annually at the full Governing Body meeting together with any other issues on health and safety that the committee chairman wishes to bring to the Governing Body's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected by competent professionals.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the General Services Manager (GSM) arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services. The GSM reports regularly to the Bursar on the outcome of independent inspections.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated annually, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.
- The School has a competent person undertake a risk assessment for legionella, every two years and a monthly water sampling and testing regime is in place.
- The school has procedures in place for the training and induction of new staff in health and safety related issues, appropriate to their role. First aid training and minibus driver training is provided as appropriate for staff.

- The Bursar is appointed as the competent person who reviews the overall arrangements for health and safety, including fire safety and the general state of the school. The Bursar, together with the Head of Estates, reports periodically on the maintenance programme to the Finance and General Purposes Committee and to the Audit Committee on Health and Safety.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Bursar and other managers 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.

All employees 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 and arrangements for carrying out the policy are to be found in parts two and three of this document.

Tim Haynes
Chair of Governors, for and on behalf of the Board

(Approved at Governing Body meeting 27 November 2021)

Part 2: Health and Safety Organisation

Responsibilities

Overall and final responsibility for Health and Safety is that of the Governing Body of Shrewsbury School, the Chairman of which is Mr Tim Haynes. The individual Governor responsible for Health and Safety is Mrs Fiona Schofield, who also performs the same function at Packwood Haugh School. Day to day responsibility for ensuring this policy is put into practice is delegated to the Headmaster, Mr Leo Winkley.

Note: Packwood Haugh School has a separate Health and Safety Policy linked [HERE](#)

Delegated responsibility

The Headmaster in turn delegates responsibility for specific areas to individuals in the table below:

Serial	Area	Overall responsibility	Delegated to:	Linked to Policy:	Comments/actions
1.	H and S Committee	Bursar, Maylin Ware			H&S Committee Terms of Reference
2.	Safer recruitment	Bursar	Head of HR	Safer Recruitment Policy	All employees and Governors
3.	Induction and training	Bursar	Head of HR/Depts as appropriate	Induction Policy (Specialist training for relevant dept)	e.g. Manual Handling, Working at Height
3a	Teaching staff	Senior Deputy Head			
3b	Peripatetic music staff	Director of Music			
3c	Sports coaches & PE staff	Director of Sport			
3d	Administration staff	Head of HR			
3e	Cleaning staff and laundry	General Services Manager (GSM)			
3f	Catering staff	General Services Manager	Contract Caterer		
3g	House matrons	Deputy Head (Pastoral)	Head of HR		
3h	Science technicians	Head of Science			
3i	Grounds staff	Grounds Manager			
3j	Maintenance department	Property Surveyor	Section Heads		
3k	Medical Centre	Deputy Head (Pastoral)			
3l	Shop	Shop Manager			
3m	CCF, DoE Manager	OC CCF			
3n	Ashton Theatre	Director of Drama			(i) H&S folder for house plays (ii) pre- & post-show check lists (iii) advanced technician training sheet, (iv) basic H&S guidelines for backstage, sound & lighting
3o	Sports facility staffing	Sports Facilities Manager			
3p	Art dept staff	Head of Art			

Serial	Area	Overall responsibility	Delegated to:	Linked to Policy:	Comments/actions
4.	Ongoing and refresher training	Bursar	Head of HR & Departments as appropriate		Delegated as induction training
5.	Safeguarding pupils	Deputy Head (Pastoral)		Child Protection & Safeguarding Policy	
6.	Educational visits and trips	Head of Adventure		Educational Visits Policy	
7.	Operations: teaching	Deputy Head Academic	Heads of Faculty		
8.	Operations: co-curricular	Deputy Head Co-Curricular	Directors of Music, Drama, Sport, Activities		
9.	Operations: boarding	Deputy Head Pastoral	Housemasters		
10.	Staff welfare	Bursar	Head of HR	Staff Handbook, Code of Conduct & First Aid	Occupational health services and managing work-related stress
11.	Fire safety, alarms and practices	Bursar	Property Surveyor	Fire Safety Policy	
12.	First aid	Bursar	Medical Centre Manager	First Aid Policy	
13.	Food safety and handling	Bursar	GSM	Catering & Food Hygiene Policy	Contract Caterer
14.	Minibuses	Bursar	Property Surveyor	Minibus Policy	
15.	Premises: Regular Maintenance	Bursar	Property Surveyor		Includes gas, water & electricity supplies, and maintenance, examination & testing of equipment. Periodic visual inspections & review of slip & trip hazards. Regular review against condition survey for larger maintenance projects
16.	Premises: Construction Projects (Selection and management of contractors)	Bursar	Head of Estates		All significant construction and demolition projects requiring CDM have an externally appointed Principal Designer/ PMQS. Work is not allowed to commence before full sign off [incl. H&S]
17.	On site vehicle movements	Bursar	Property Surveyor		Monitoring of speed limit / Discussion at H&S / Signage / Barrier
18.	Portable Appliance Testing	Bursar	Property Surveyor	Portable Appliance Testing Policy	
19.	COSHH, Maintenance Department	Bursar	Property Surveyor	Safety data sheets	Includes control of access to workshops and stores

Serial	Area	Overall responsibility	Delegated to:	Linked to Policy:	Comments/actions
20.	COSHH, Cleaning and Laundry	Bursar	General Services Manager	Hygiene for Health & safety data sheets	Control of access as above
21.	COSHH, Grounds Department	Bursar	Head of Grounds	Safety data sheets	Control of access as above
22.	COSHH, DT	Bursar	Head of DT		Control of access as above
23.	COSHH, Science Department	Bursar	Head of Science		Control of access as above
24.	COSHH, Pool plant	Bursar	Sports Facilities Manager		Control of access as above
25.	Security	Bursar	Head of Estates Senior Site Officer	Pupil Access to Risky Areas Policy	Permanent agenda item for Health and Safety Committee
26.	Legionella	Bursar	Head of Estates	Water Management Policy	
27.	Asbestos	Bursar	Property Surveyor	Asbestos Management Plan & Register	
28.	Sports facilities (incl. swimming pool & cricket centre)	Bursar	Sports Facilities Manager		See Pool and Sports Facilities Operating Procedures document
29.	Reporting of accidents and near misses	Bursar	Site Safety & Security Officer (Investigations and trend analysis)	First Aid Policy	All staff and pupils Details included in annual report for Governing Body. The Site Safety & Security Officer will also write up detailed reports on serious accidents and incidents to report back to the H&S Committee with recommendations
30.	Contractors on site	Bursar	Property Surveyor	Works Contractors on Site Policy	
31.	River, boat house & tank room	Director of Rowing	Boatman/water safety advisor	Boathouse upon flood warning policy, Safety issues & guidelines during term time	See (i) RSSBC annual club safety audit; (ii) tank room chlorination guidelines
32.	Risk assessments	Deputy Head (Co-curricular)	Head of Adventure	Risk Assessment Policy	
33.	Critical incidents	Senior Deputy Head	Critical Incident Management Team	Critical Incident Policy, and lock down procedures	
34.	RIDDOR	Bursar	Site Safety & Security Officer	First Aid Policy	
35.	Visitors	Bursar	Site Safety & Security Officer & Reception		

Other aspects of H&S organisation

- The Bursar
 - Ensure annual review of responsibilities in the table and write to staff to confirm those responsibilities
 - Chairs Health & Safety Committee
 - Designated competent person for management of Health & Safety
- The Health and Safety Committee
 - Terms of Reference – see Appendix I
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Part 3: Health and Safety – Operational Systems

3.1 Systems for establishing, monitoring and reviewing health & safety measures, and appropriate staff consultation

- a) The H&S Committee (see Appendix I, terms of reference and duties including), consisting of key representatives responsible for areas of teaching, facilities, and support operations, meets once a term. Items are minuted, with action items, and minutes distributed to the Governors' Audit Committee.
- b) The H&S Committee receives copies of all accident and incident reports. It reviews the health statistics from the Medical Centre each term.
- c) Once a year the H&S Committee reviews the H&S Policy and effectiveness, reflecting on key incidents and trends, and any changes in regulations. If there are material changes the policy will be redistributed to all staff (as well as updated on the website)
- d) The Bursar will ensure **annual review of responsibilities in the table in Part 2** of this policy and write to staff to confirm those responsibilities
- e) **Staff Consultation:** The School seeks staff views on health and safety matters, both through employee representation on the H&S Committee, and by seeking agenda items for discussion from staff in advance of H&S Committee meetings

3.2 Systems for Tracking and Reporting Accidents and Incidents, and investigation

- a) On-line forms are available for incidents, hazards and accidents. These are used to inform agenda items at the H&S Committee
- b) **Accident investigation:** More serious accidents and near misses are investigated by the Site Safety and Security Officer who will complete a "Shrewsbury School Accident Investigation Form"
- c) External Reporting of serious incidents or injuries: The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (**RIDDOR**). Such items will be assessed and reported by the Site Safety and Security Officer

3.3 Risk Assessments

Risk Assessments are carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999. The Assessment will establish the following:

- a) The Hazards associated with a particular activity.
- b) The Potential Frequency and Severity of an accident.
- c) The Control Measures being employed to minimise the risk of an accident occurring.
- d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by appropriately qualified school staff. A Risk Assessment Policy is in place & a matrix is kept to review status of fixed building risk assessments by the Site Safety and Security Officer. Pupil risk assessments are monitored by the Deputy Head (Co-curricular)

3.4 Site Security, visitors and vehicles, and arrangements for staff safety

a) Security

The School has taken all reasonable steps to prevent unauthorised entry to its premises.

The “Security on Site Policy” details measures to secure buildings, to manage visitors and contractors and to supervise security on the school premises, as well as measures to prevent pupils accessing unsafe areas of the site. This policy is available on the website and the staff intranet.

b) Works Contractors on-site

The “Works Contractors school on-site policy” explains the procedures for managing external contractors on site and the required checks where they have unsupervised access to pupils. This policy is available on the staff intranet.

c) Staff safety

The School acknowledges that it has a legal duty of care towards those who work at and attend the School, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School’s premises and should compliance with the request not be forthcoming, assistance from the police will be sought

d) School owned vehicles

The School operates vans for its Estates and General Services teams across the site, as well as managing a fleet of minibuses to transport pupils on off-site activities. The school does not operate a daily bus service. The minibus policy is available on the staff intranet and provides full details of the controls to ensure safe transport of pupils.

e) Vehicle movements on site

The School regards Vehicle Control as a vital part of control over its activities on the site.

Warning Signs and Sleeping Policemen Ramps are employed to control the speed of vehicles in the grounds.

The following rules must be observed at all times:

- a) Speed must be kept to a minimum
- b) Care to be exercised always as there are children crossing roadways at all times
- c) Parking only to be carried out in designated areas

3.5 Estate Management and Maintenance (H&S)

a) CDM, Plant inspection and Periodic Site inspections

Design and Management Regulations 2015 (CDM): All significant construction and demolition projects requiring CDM have an externally appointed Principal Designer/ PMQS.

An annual engineering inspection will take place (Currently this is arranged via the school's insurers Zurich inspecting pressure vessels, lifts, hoists and an inventory of other engineering equipment on the site).

Maintenance on all the School Equipment is carried out on a regular basis to ensure that the School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974.

The Bursar, Head of Estates and Property Surveyor will arrange periodic inspections of the site. There is also a system of reporting via maintenance@shrewsbury.org.uk and housekeeping@shrewsbury.org.uk Staff are regularly reminded to report any maintenance issues. The school also maintains building and scheduled maintenance records on Concerto its BMS.

b) Manual Handling

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

c) Work at height

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005. The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment. In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.

- Equipment for Work at Height will be properly inspected and maintained.
- In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where work at Height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

d) Slips and Trips

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an ongoing basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

e) Management of asbestos (ACMs)

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos.

A Management Survey has been carried out for the premises and the School has an **Asbestos Management Plan & Register**

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

Management: Head of Estates is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Head of Estates carries out the following:

- Keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintain asbestos containing materials in a good state of repair;
- Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material;
- Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the Control of Asbestos Regulations 2012;

- Review the plan at regular intervals.

f) Hazardous materials – COSHH

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- i) Listing of Substances being used to establish whether they come under COSH Regulations.
- ii) Carry out COSHH Assessment having regard to the following points:
 - Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
 - Control Measures to be adopted.
 - Maintenance of the Control Measures.
 - Monitor the situation to establish that the measures are effective.
 - Undertake Health Surveillance where relevant.
 - Carry out Instruction and Training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal
 - Emergency Procedures
 - Methods of Control
 - Use of Personal Protective Equipment
 - Record all information on relevant assessment form.

This type of assessment is carried out by the relevant Head of Department with assistance from other Personnel as required (see table in Part 2 of this policy).

3.6 Management of Fire Safety (H&S)

The Property Surveyor is the designated Fire Safety Officer. Details of fire safety procedures including testing of alarms and fire drills are contained in the School's **Fire Safety Policy** which is available on the School's website and staff intranet.

The School has taken all reasonable steps to prevent unauthorised entry to its premises.

3.7 Health and Safety Emergencies

- a) Calling the emergency services – periodically guidance on making emergency calls is distributed to all staff (via wage slips). There is also a range of emergency maintenance numbers on the staff intranet for out of hours calls.
- b) The Critical Incidents: The Critical Incidents Policy details the structure for responding to critical incidents via the Critical Incident Management Team which meets periodically to review procedures and rehearse scenarios. This is organised by the Senior Deputy Head.

3.8 Medical Centre, First Aid and Staff Health

The School has a Medical Centre which is open throughout the term, as well as resident matrons in all boarding houses. The School is advised by the School Medical Officer (Dr Maurice Price).

a) Medicines Management

Pupil medicines are stored and administered safely in line with the School's Medicines Management Policy

b) First Aid

The School's first aid policy details the appointed persons and first aiders for each area of the school site, as well as procedures for maintaining first aid boxes. The **First Aid Policy** is available on the school's staff intranet and website.

c) Occupational health and stress

Employers have a common law duty to ensure that the health of their staff is not placed at risk through excessive and sustained levels of stress from way work is allocated, arranged, the way staff interact or the day to day demands placed on staff. This is monitored by the Leadership Team, supported by the Human Resources Department. Support is available for staff through the school counsellor based in the Medical Centre. The Senior Deputy Head also has responsibility for reviewing staff welfare.

d) Display Screen Equipment (see separate policy available on staff intranet – assessment via induction)

e) Personal Protective Equipment

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by The School. The Head of the relevant Department should know that the following is in place for their staff:

- Provide suitable PPE & assess present PPE
- Maintain PPE and provide accommodation for PPE
- Ensure PPE is compatible and replace PPE where lost or damaged
- Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- Use the PPE correctly
- Always wear PPE
- Report any loss or defect

f) Noise

The School regards Noise as a very important issue and takes the following action in order to minimise its effect. Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation. Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used. Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

3.9 H&S Training and Staff Induction

The Human Resources Department will provide the necessary induction training for staff to understand this policy and to enable them to work safely and securely in the workplace. Line Managers are responsible for arranging any necessary health and safety training for their staff, in order to ensure that staff are familiar with any potential hazards and made fully aware of the control measures they need to put in place to minimise the risks associated with carrying out various tasks.

3.10 Off Site Activities -Field Trips, Visits etc.

The Head of Adventure is responsible for the management of risk assessments related to Off Site Activities. For more detail see the Educational Visits Policy which is available on the staff intranet.

Shrewsbury School Health and Safety Committee Terms of reference

APPENDIX I

Members

The Bursar, Chairman	Maylin Ware	Head of HR	Debbie Pender
Senior Deputy Head	Vacant	Deputy Head Co-Curricular(Actg)	Helen Brown
Head of Estates	Jon Taylor	Director of Sport	Andrew Pembleton
Senior Site Warden	Adrian McCudden	Sports Facilities Manager	Ed Moore
The General Services Manager	Philip Walker	Med Centre Manager	Paul Maybury
Grounds Manager	David Warner	One co-opted member of the	Andy Briggs
Co-opted member of Estates dept	Ray Vardill	Common Room	
Head of Adventure	Tom Folker	Packwood Haugh Rep	Natalie Shaw

The Headmaster is invited to attend meetings of the H&S Committee.

Meeting frequency: once a term or in response to specific incidents.

Minutes of each meeting are submitted to the Audit Committee in February.

Formal report provided to the Governing Body in March each year.

Role

- Discuss matters concerning health and safety
- Consider changes in 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 health and safety 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 health and safety in the workplace
- Encourage suggestions and reporting by all members of staff and pupils.

- The Bursar to initiate (and delegate as appropriate) the investigation of any RIDDOR-reportable or serious accident/incident, especially if an AED is used. Any member of staff is entitled to propose such an investigation.

Engagement with staff

Minutes of the committee meetings are made available to all staff, and staff are invited to raise any items they feel applicable for discussion in advance of each health & safety committee meeting. There are co-opted representatives from the Estates Department and Common Room on the H&S Committee, together with the Head of HR