Health and Safety Policy

APPLIES TO: **Shrewsbury Family of Schools**

Dated: **September 2026**

Shrewsbury
FAMILY OF SCHOOLS

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Shrewsbury
FAMILY OF SCHOOLS

HEALTH AND SAFETY POLICY

Part 1: 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 a 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 Chief Operating Officer (COO) 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 COO 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 COO, 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 COO 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 COO.

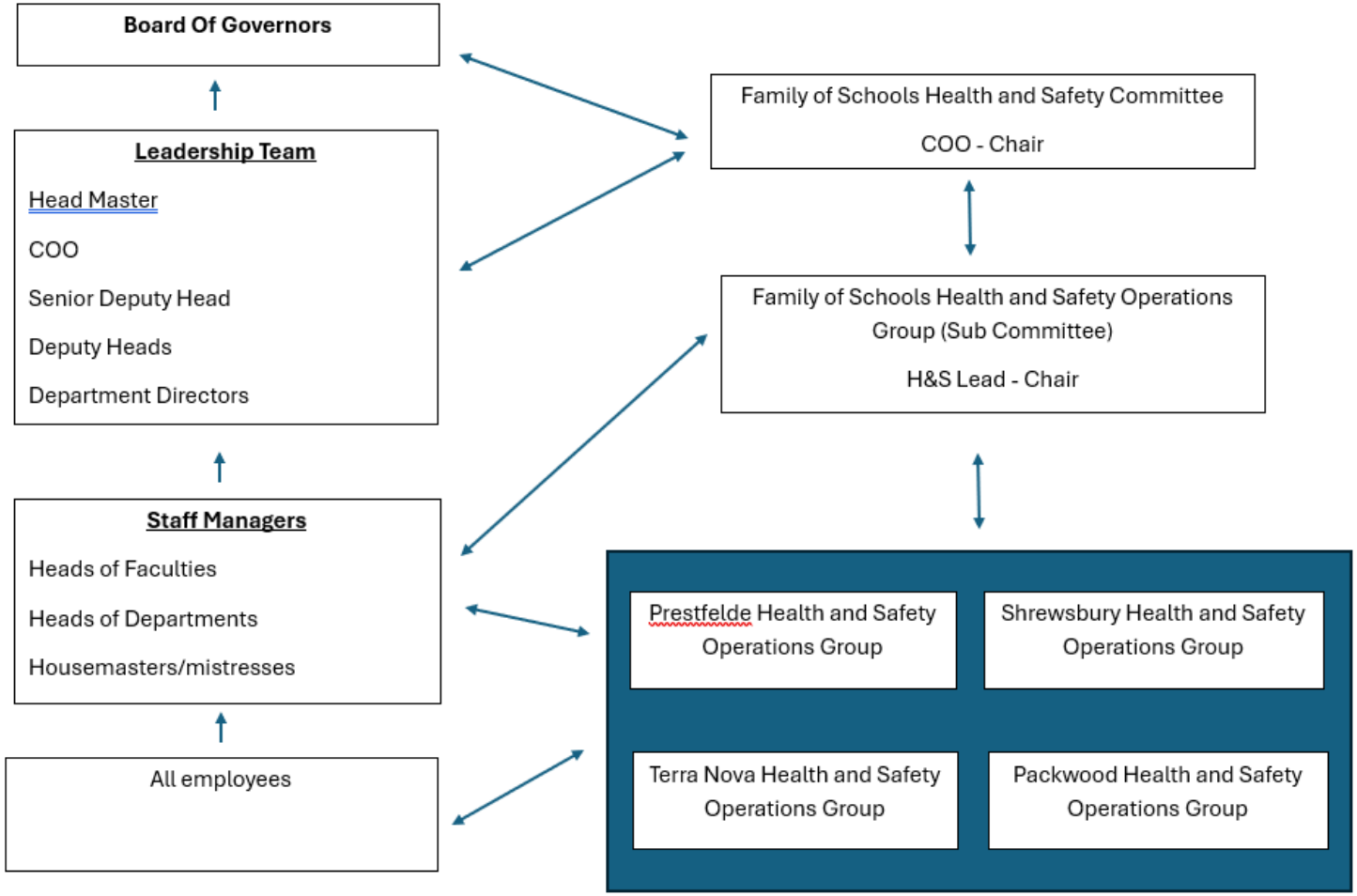
All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Owner: Chief Operating Officer
Reviewed September 2026
Next review September 2027

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 individual Governor responsible for Health and Safety also performs the same function for Shrewsbury Family of Schools.
Day to day responsibility for ensuring this policy is put into practice is delegated to the Headmaster.
Note: Currently Packwood Haugh School, Terra Nova School and Prestfelde School have separate Health and Safety Policies.



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&S Committee	COO			H&S Committee Terms of Reference
2.	Safer recruitment	COO	Head of HR	Safer Recruitment Policy	All employees and Governors
3.	Induction and training	COO	Head of HR/Depts as appropriate Site Safety and Security Officer	Induction Policy (Specialist training for relevant dept)	e.g. Manual Handling, Working at Height, first aid
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			
3f.	Catering staff	General Services Manager	Contract Caterer		
3g.	House matrons	Deputy Head (Pastoral)	Housemasters/ Housemistresses		
3h.	Science technicians	Head of Science			
3i.	Grounds staff	Grounds Manager			
3j.	Maintenance department	Building Surveyor	Section Heads		
3k.	Health Centre	Deputy Head (Pastoral)			
3l.	Shop	Shop Manager			
3m.	CCF	OC CCF			
3n.	DoE Manager	Director of Activities			
3o.	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
3p.	Sports facility staffing	Sports Facilities Manager			

Serial	Area	Overall responsibility	Delegated to:	Linked to Policy:	Comments/actions
3q.	Art dept staff	Head of Art			
4.	Ongoing and refresher training	COO	Head of HR & Departments as appropriate Site Safety and Security Officer		Delegated as induction training
5.	Safeguarding pupils	Deputy Head (Pastoral)		Child Protection & Safeguarding Policy	
6.	Educational visits and trips	Deputy Head (Co-curricular	Director of Activities	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/ Housemistresses		
10.	Staff welfare	COO	Head of HR	Staff Handbook, Code of Conduct & First Aid	Occupational health services and managing work-related stress
11.	Fire safety, alarms and practices	COO	Building Surveyor	Fire Safety Policy	
12a.	First Aid Policy	COO	Site Safety and Security Officer	First Aid Policy	In conjunction with training provider
12b.	First Aid Training	COO	Head of HR	First Aid Policy	In conjunction with training provider
12c.	First aid – Equipment and consumables	COO	Health Centre Manager	First Aid Policy	
12d.	Defibrillator/AED	COO	Sports Facilities Manager, Site Safety & Security Officer and Head of Rowing		Boat House AED – Head of Rowing Kingsland Hall – Site security and safety officer. All remaining – Sports facilities manager
13.	Food safety and handling	COO	GSM	Catering & Food Hygiene Policy	Contract Caterer

Serial	Area	Overall responsibility	Delegated to:	Linked to Policy:	Comments/actions
14a.	Working from Height	Head of Estates	Maintenance manager		
14b.	Provision and use of work equipment (PUWER)	Head of Estates	Maintenance manager		
14c.	Lifting Operations and Lifting Equipment Regulations (LOLER)	Head of Estates	Building Surveyor		
14d.	Minibuses	COO	Building Surveyor	Minibus Policy	
14e.	Premises: Regular Maintenance	COO	Building 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
14f.	Premises: Construction Projects (Selection and management of contractors)	COO	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]
14g.	Portable Appliance Testing	COO	Building Surveyor	Portable Appliance Testing Policy	
14h.	Legionella	COO	Head of Estates	Water Management Policy	Legionella
14i.	Asbestos	COO	Building Surveyor	Asbestos Management Plan & Register	Asbestos
15.	On site vehicle movements	COO	Site Safety & Security Officer		Monitoring of speed limit / Discussion at H&S / Signage / Barrier / Parking
16a.	COSHH, Maintenance Department	COO	Building Surveyor	Safety data sheets	Includes control of access to workshops and stores

Serial	Area	Overall responsibility	Delegated to:	Linked to Policy:	Comments/actions
16b.	COSHH, Cleaning and Laundry	COO	General Services Manager	Hygiene for Health & safety data sheets	Control of access as above
16c.	COSHH, Grounds Department	COO	Head of Grounds	Safety data sheets	Control of access as above
16d.	COSHH, DT	COO	Head of DT	Safety data sheets	Control of access as above
16e.	COSHH Art	COO	Head of Art	Safety data sheets	Control of access as above
16f.	COSHH, Science Department	COO	Head of Science	Safety data sheets	Control of access as above
16g.	COSHH, Adventure /CCF	COO	Head of Adventure/SSI	Safety data sheets	Control of access as above
16h.	COSHH, Health Centre	COO		Safety data sheets	Control of access as above
16i.	COSHH, Pool plant	COO	Sports Facilities Manager	Safety data sheets	Control of access as above
17.	Radiation Supervisor	Head of Physics			As per Ionising Radiations Regulations 2017 (IRR17)
18.	Explosives: Chemistry	Head of Science			Licence adherence and Licence renewal
19.	Security	COO	Head of Estates and Site safety and security officer	Pupil Access to Risky Areas Policy	Permanent agenda item for Health and Safety Committee
20.	Sports facilities (incl. swimming pool & cricket centre)	COO	Sports Facilities Manager		See Pool and Sports Facilities Operating Procedures document
21.	Reporting of accidents and near misses	COO	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
21.	Contractors on site	COO	Building Surveyor	Contractors on Site Policy	

Serial	Area	Overall responsibility	Delegated to:	Linked to Policy:	Comments/actions
22.	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
23.	Risk assessments	Deputy Head (Co-curricular)	Director of Activities	Risk Assessment Policy	
24.	Critical incidents	Senior Deputy Head	Critical Incident Management Team and Site Safety & Security Officer	Critical Incident Policy, and lock down procedures	
25.	RIDDOR	COO	Site Safety & Security Officer	First Aid Policy	
26.	Visitors	COO	Site Safety & Security Officer & Reception		
27.	Summer School Lets	Head of Partnership and Engagement	Deputy General Services Manager & Lettings Manager		
28.	Packwood Haugh	COO	Operations manager Packwood		
29	Terra Nova	COO	Operations manager Terra Nova		
30.	Presfelde	COO	Operations manager Prestfelde		

Other aspects of H&S organisation

The COO
- 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 Committees and Operation Groups

Family of Schools Health and Safety Committee (Termly in the last 3rd of Term)
Chair – COO
H&S Governor
H&S Lead – SS&SO
Senior Deputy Head
DSL and Deputy Head Pastoral
Director of HR
Head of Estates

Family of Schools Health and Safety Operations Group (Sub Committee) (Termly in the 2nd third of Term)
Chair - H&S Lead
Head of Estates
General Services Manager
Packwood Operations Manager
Terra Nova Operations Manager
Prestfelde Operations Manager (Bursar)

Shrewsbury Health and Safety Operations Group (Termly in the 1st third of Term)
Chair – H&S Lead
GSM
Head of Estates
HR Rep
Union Rep
Teacher Rep from High Risk (D+T, Art, Science)
Director of Sport
Health Centre Manager
Sports Centre Manager
Head Grounds person
Director of Activities

Packwood Health and Safety Operations Group (Termly in the 1st third of Term)

Chair - Operations Manager
Members are as per site requirements

Tera Nova Health and Safety Operations Group (Termly in the 1st third of Term)

Chair - Operations Manager
Members are as per site requirements

Prestfelde Health and Safety Operations Group (Termly in the 1st third of Term)

Chair - Operations Manager
Members are as per site requirements

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 1, 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 Health 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 COO 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 l999. 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 Senior Deputy Head.

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 *Contractors 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 l974.

The COO, Head of Estates and Building 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 l992' 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 – COSSH

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 Building 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. 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 Health Centre, First Aid and Staff Health

The School has a Health 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 Hart).

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 Health 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 l992 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 Director of Activities 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 **APPENDIX 1**

Terms of reference

Members

H&S Governor
COO, Chairman
Senior Deputy Head
Director of HR
Deputy Head (Co—Curricular)
Deputy Head (Pastoral)
Head of Estates
Site Safety & Security Officer

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 COO 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 Support Staff and Common Room on the Operational H&S group.

Shrewsbury School Operational H&S Group and Family of Schools H&S Group

Prior to the termly Health and Safety Committee meeting Chaired by the COO an operation Health and Safety meeting and a Family of schools meeting will take place. The following members of staff are members of the **Shrewsbury School Operational Health and Safety group** and **Family of Schools Health and safety Group**. Note: The Family of schools will conduct their own H&S meetings in addition.

Shrewsbury School Operational H&S Group

Members

General Services Manager
Head of Estates
Director of Sport
Director of Activities

Sports Facilities Manager
Site Safety & Security Officer
Grounds Manager
Health Centre Manager
NASUWT H&S representative
Co-opted member of Support Staff
Co-opted member of the Common Room

Meeting frequency: once a term or in response to specific incidents and prior to the H&S committee meeting.

Family of Schools H&S Group

Members

General Service Manager
Head of Estates
Site Safety and Security Officer
Operations Manager Packwood
Operations Manager Terra Nova
Operations Manager Prestfelde

Meeting frequency: once a term or in response to specific incidents and prior to the H&S committee meeting.