HEALTH AND SAFETY POLICY

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		Date of next review:	May 2027

PART 1: INTRODUCTION

Aims of this policy

- To state the School's legal responsibility for the health and safety of its employees, pupils and visitors.
- To establish who is responsible for health and safety and what responsibilities are delegated to whom.
- To outline the School's arrangements to establish, monitor and review measures needed to meet satisfactory health and safety standards.
- To state the School's risk assessment policy.
- To provide appropriate risk assessments for particular School activities, including staff training.

Requirements of this policy

This policy complies with Part 3, paragraph 11 of the Education (Independent Schools Standards) Regulations 2014: 'The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.'

Guidance on health and safety

This policy draws on the DfE guidance *Health and Safety: responsibilities and duties in schools (2022)*. It draws on guidance from the Health and Safety Executive. It adheres to the requirements of the Independent School Inspectorate (ISI) regulatory handbook, paragraphs 142-154 and (for risk assessment) paragraphs 181-183. The policy has followed the HSE guidance Health and safety checklist for classrooms.

Other relevant School policies

Other School policies relevant to health and safety should be read in conjunction with this policy:

- Safeguarding and child protection policy;
- Pupil behaviour policy;
- Anti-bullying policy;
- Fire safety policy;
- First aid policy;
- Supervision policy;
- Educational visits policy.
- Risk assessment policy

PART 2: RESPONSIBILITY FOR HEALTH AND SAFETY

Legal responsibilities and sensible management of health and safety

The School has a legal responsibility under the Health and Safety at Work Act 1974, which establishes the duties of the employer (i.e. the School) for the health and safety of those at the School. Both employer and employees have a duty of care to the pupils at the School. Acting *in loco parentis* means that anyone caring for a child has a duty to act in the same way that a prudent parent would in similar circumstances. While exercising this duty of care to staff, pupils and visitors, those charged with responsibility for health and safety should do so sensibly, on the principle that while risks can be minimized, they cannot be entirely removed. The Health and Safety Executive (HSE) give guidance on Leading sensible health and safety management in schools, which Governors and SMT should read.

Management of health and safety

Legal responsibility for health and safety is held by the Trustees, who delegate responsibility for the School to the Governors. The Chair of Governors appoints a Governor in charge of health and safety (currently Father Stuart Seaton). Responsibility for managing health and safety in the School is held by the Head Master, who delegates its day-to-day management to the Deputy Head (Pastoral). The Deputy Head (Pastoral) liaises with the Cathedral Clerk of Works on health and safety issues that impact on the School and attends the Cathedral health and safety committee. He also chairs the School health and safety committees (teaching and domestic staff), consulting staff on risk assessment and overseeing maintenance of the site.

Specific roles and responsibilities[1]

i) The Governors

The Governors are responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable.

The Governors' health and safety functions are delegated to the staff of the School to fulfil. However, responsibility is not delegated.

The Governors should do the following:

- put in place sensible approaches to health and safety, with clear policies that focus on the real risks, and do not encourage unnecessary paperwork;
- implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the School's activities;
- tell the employees of the School about the real and significant risks in the School and the precautions they need to take to manage them;
- make sure that staff have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where needed;
- check that the control measures have been implemented and remain appropriate and effective.

[1] Based on HSE guidance.

ii) The Head Master

The Head Master's role is to exercise his authority in line with the School's policies, procedures and standards.

The Head Master should do the following:

- ensure that the School is following its health and safety policy and has effective arrangements for managing the real health and safety risks at the School;
- maintain effective communications with the Governors, staff, pupils and visitors, including parents and contractors, regarding the significant risk on site;
- make sure that the staff have the appropriate training and competencies to deal with risks in their area of responsibility;
- consult and work with recognised professional associations and safety committees
- make sure that staff understand their responsibilities and how to access support and advice to help them manage risks responsibly.

iii) Deputy Head (Pastoral)

The role of the Deputy Head (Pastoral) is to take the day-to-day lead for health and safety on site. The Deputy Head is the focal point for the School's health and safety management arrangements. The role includes the following:

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- advising contractors of site specific risks and overseeing their activities on site;
- ensuring staff and visitors are aware of the on-site procedures and the precautions to follow;
- accident and incident reporting;
- implementation, monitoring and review; of training procedures;
- preparation of reports and returns for the SMT.

iv) Other School leaders

Other leaders, such as the Head of Pre-Prep, Bursar or Heads of Department have expertise in their areas and are often in the best position to advise or lead on the arrangements for assessing and managing risk in their department. They should work closely with the Deputy Head (Pastoral) to ensure that best practice is ensured.

v) All members of staff

All members of staff play an important part in sensible health and safety management in schools. Staff are asked to contribute to making the School safer and healthier, developing sensible rather than overly cautious approaches. Staff should do the following:

- take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions;
- co-operate with the School and colleagues, contractors and others to enable them to make and keep the School safe;
- raise health and safety concerns in line with the School's arrangements;
- recognise that health and safety is about controlling the real risks, not eliminating all risks, doing things safely, not finding reasons not to do them.

PART 3: PRACTICAL CONSIDERATIONS

Staff training

Staff are trained annually in matters relating to health & safety. This includes, but is not limited to the following areas:

- Fire marshal training (external provider)
- Paediatric first aid (external provider)
- Emergency paediatric first aid (external provider)
- Managing diabetes, insulin and epipens (Headmaster and external provider)
- Induction training for GAP students (external provider)
- Training in assessment of risk (Deputy Head Pastoral)
- COVID-19 protocols for staff (Bursar and Deputy Head Pastoral)
- Food & Safety training Level 2 (Chefs)

Teachers of Science

Teachers of science attend health and safety training every five years, by arrangement with CLEAPSS.

Next training due:	Course detail
May 2026	**Health & Safety for Science technicians**

Major injuries

Whenever a major injury occurs to a member of staff or boy, the Deputy Head (Pastoral) reviews the School's procedures to minimise any risk of recurrence. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, the School is required to report the following to the Health and Safety Executive (HSE): fatalities, major injuries (such as fractures), reportable (over 7 day) injuries, reportable diseases, and reportable dangerous occurrences.

Guidance on how RIDDOR applies to schools can be found here.

Injuries can be reported to the HSE here.

The reporting of information to the HSE is the responsibility of the Deputy Head (Pastoral).

Monitoring effectiveness

The School is alert to the need to monitor and report the performance and effectiveness of the health and safety policy, including investigating accidents and incidents to understand causes.

The policy is reviewed annually and updated by the Deputy Head (Academic), in consultation with the SMT. Changes to the policy are scrutinized by the Governors' Pastoral Committee.

Health and safety committee

The Health & Safety Committee comprises all staff and meets once per term, chaired by the Deputy Head (Pastoral).

A sub-committee keeps the Deputy Head (Pastoral) informed of any health and safety concerns, staff training or other issues as they arise. These issues are actioned immediately, if required, or brought to the committee for discussion. The sub-committee consists of:

- Deputy Head (Pastoral)
- Bursar
- Head of Pre-Prep
- Head of Boarding
- Governor for health & Safety
- Head chef
- School matrons
- Head of domestic

Minutes of the Health & Safety Committee are sent to the governor for health and safety.

Plant and equipment checks

There is a log of the regular maintenance schedule and frequency of checks held by the Bursar and the Deputy Head (Pastoral) which includes the dates of checks and when they are next due. Paperwork and certificates are also held in a file.

There is a contract in place with Mala Maintenance for servicing boilers and plant of both buildings. This is managed by the Cathedral Estate Works Manager:

Sam Holloway

Tel: 0207 798 9054

Hazardous substances

The Head of Science is responsible for the storage and auditing of hazardous substances in the science lab, which is kept locked at all times.

A Science health and safety audit is undertaken every five years by arrangement with CLEAPSS and the report is kept on file by the Deputy Head, Pastoral.

Audit date:	**Undertaken by**
25th July 2023	Matt Endean, Deputy Director, CLEAPPS

Health and safety law poster

The School is required, by law, to display the HSE-approved law poster to its staff. The poster is displayed in the staff area on the ground floor and in the kitchen.

Pupil access to dangerous areas on the School property

Out-of-bounds signs are located at risky areas of the School (such as the science laboratory, kiln room, edges of the playground or underground car park) to indicate to pupils that unsupervised entry into those areas is prohibited. The science laboratory is locked when lessons are not taking place, as is the kiln. The medical room is locked at all times when a matron is not on duty in there. Members of staff supervise the playground at all times, and boys are spoken to regularly about the rules against going off-site for any reason (such as fetching a ball that has strayed out-of-bounds)

Health and safety policy

This is the statement of general policy and arrangements for:	**Westminster Cathedral Choir School**	
The Trustees of the Roman Catholic Diocese of Westminster	has overall and final responsibility for health and safety	
Neil McLaughlan (Head Master), who delegates health and safety management to: **Emily Auger (Deputy Head Pastoral)**	has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	**Deputy Head (Pastoral)**	*Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)*
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	**Deputy Head (Pastoral)**	*Staff and contractors are given necessary health and safety induction and provided with appropriate training. Staff who lead offsite activities (trips, fixtures, tours) receive training and guidance from more experienced staff.*
Engage and consult with employees on day-to-day health and safety conditions	**Deputy Head (Pastoral)**	*Staff are routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety committee meetings.*
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	**Deputy Head (Pastoral)**	*Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.*
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	**Deputy Head (Pastoral)**	*Toilets, washing facilities and drinking water are provided. Chemicals and dangerous substances must be safely secured. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.*

Health and safety law poster is displayed at (location)	Kitchen and Staff Room
First-aid box is located:	Deputy Head's Office, Staff Room, Kitchen, Art Room (Room 1), Medical Room (boarding house), Science Laboratory (Room 11), Pre-Prep Reception

Accident book is located:	Deputy Head Pastoral's office and Pre-Prep Reception

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) http://www.hse.gov.uk/riddor

Combined risk assessment and policy template published by the Health and Safety Executive 08/14