



## HEALTH AND SAFETY STATEMENT

Date Agreed by the Governing Body	December 2025
Date to be reviewed	October 2026
Date of last review	October 2024
Governors Committee accountable for review	Estate & Technology
Senior Leadership Team member accountable for review	Finance Director

*This statement reflects the legislation at the time it was reviewed. Any changes in legislation will take precedence over anything in the statement.*

## **1. STATEMENT OF INTENT**

The Governing Body of RGS High Wycombe is committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet its responsibilities under the Health and Safety at Work Act and other relevant health and safety legislation.

It is the policy of the Governors to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect non-employees such as students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active cooperation of all staff, contractors and pupils of the school.

The School will, so far as is reasonably practicable:

- ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities;
- ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
- provide and maintain plant and systems of work that are safe and without risks to health;
- make arrangements ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- maintain any place of work under its control in a condition that is safe and without risks to health;
- provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in our premises;
- provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- make arrangements for the provision of a suitable occupational health service for staff;

- monitor health and safety performance to verify that The School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- develop and maintain a positive and proactive health and safety culture.

The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

The School recognises Health and Safety as an integral element of its organisation, and it will be given equal status alongside other management functions.

The School recognises that with a residential boarding house on site there will be additional expectations that will arise regarding Health and Safety for such an establishment.

The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The School.

The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the H&S Group, Head Teacher and the Governing Body.

All contractors and consultants working for The School are required to comply with this Policy.

The School will ensure that procedures are established for appointing and monitoring the competency of contractors.

The School will review this Policy Statement annually;

The School will ensure that this Policy is effectively communicated to all staff.

The Governors are committed to playing an active role in the implementation of this occupational safety and health policy and undertake to review and revise it in light of changes in legislation, experience and other relevant developments.

Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.


Signed:

Signed:

Chair of Governors

Headmaster

Other sources of Health & Safety Information:

- Education Visits Policy Document;
- Asbestos Log;
- Legionella Log;
- Regulations for the Use of Vehicles;
- Risk Assessment documents held within Fraser Youens House that relate specifically to the boarding environment and the boarders who reside on the school site. Health and Safety Executive Website – Education [www.hse.gov.uk](http://www.hse.gov.uk);  Buckinghamshire Fire and Rescue Website [www.bucksfire.gov.uk](http://www.bucksfire.gov.uk).

## **2. ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY**

### **2.1 Responsibilities of the Governing Body**

The Governing Body is responsible for:

- Ensuring that suitable resources and strategic direction are available to discharge the School's health and safety responsibilities;
- Formulating and ratifying the establishment's Health and Safety Statement and Health and Safety Plan;
- Regularly reviewing health and safety arrangements (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Ensuring active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports;

- Nominating a named Governor to be responsible for all health and safety matters on behalf of the Governing Body;
- Ensuring that the nominated Governor, along with the School Bursar or equivalent and the Estates & Facilities Manager, carries out routine, at least once a term, physical inspections of the School site to ensure full compliance with the Health & Safety Statement.

## **2.2 Responsibilities of the Headmaster**

The Headmaster, who has day-to-day responsibility for all school health, safety and welfare organisation and activity, will:

- Implement the requirements of this Policy and for ensuring compliance with all health and safety legislation within our School.
- Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example.
- Ensure that a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the School.
- Ensure all School decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully consider health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- Ensure that School employees recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions.
- Ensuring the objectives and content of the Health and Safety Policy are fully understood by all and that all staff are made aware of their duties and responsibilities in line with the Policy.
- Ensuring that this Policy is brought to the attention of all employees.
- Ensuring that School health & safety policies or procedures are reviewed annually, or when significant changes occur, and that review outcomes (including revisions) are brought to the attention of all employees.
- Ensuring that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.


- Ensuring that the job descriptions of Managers, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their service area and school function.
- Ensuring suitable persons are nominated to undertake key health and safety functions within the School, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
- When necessary seek competent advice and guidance from qualified specialists
- Ensuring that within the School, adequate provision is made for consultation with employees and appointed safety representatives, on health and safety matters. As a minimum, 'health and safety' should be included as a standing item at team/management meetings.

The Headmaster will bring to the attention of the governing body any significant health and safety issues and will involve the governors in any policy matters and bring to their attention health and safety guidance received from enforcement authorities.

**Note:** In the absence of the Headmaster these responsibilities fall to their immediate deputy.

## **2.2 Responsibilities of the Senior Management Team**

The Senior Management Team will support the Headmaster with the overall management of health and safety in the school. This will include:

- Providing leadership by ensuring health and safety is considered as part of every decision;
- Considering the health and safety impact of any new initiatives;
- Informing the Headmaster of any health and safety issues that affect the school;  Agreeing strategic health and safety initiatives;  
Monitoring the overall implementation of the schools' health and safety policy in their areas of control and agreeing the annual health and safety report.
- Provision of additional guidance relating to Fraser Youens House and the boarding environment by the Head of Boarding.

## **2.3 Responsibilities of the Health & Safety Co-ordinator**

The Health & Safety Co-ordinator is responsible to the Headmaster for:

- Ensuring that a fire risk assessment is completed for the school and that it is implemented and reviewed annually;

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely and Fire Risk Assessor Training to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headmaster in the implementation of the School's Health and Safety Procedures;
- Ensuring that Health and Safety Handbook for Schools (provided electronically), Fire Log, Asbestos Log and Legionella Log are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident, incident and near miss reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Providing health and safety induction training for all staff;
- Providing basic fire awareness training for all staff at least every six months;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept;
- Monitoring contractors on site and ensuring they consult the asbestos log before starting work.

#### **2.4 Other Managers including all Middle Leaders and Managers of Non-Teaching Staff**

Managers are responsible for implementing this policy in the area of their control. This includes:

- Ensuring staff meet their health and safety responsibilities;
- Consulting with staff on matters affecting their health and safety;
- Communicating health and safety information to staff;
- Assessing staff competence and ensuring appropriate training and development;

- Ensuring school wide health and safety standards, school health and safety codes of practice and procedures are implemented;
- Ensuring risk assessments, including those relating to directly managed staff, are carried out and implemented;

Ensuring safe working procedures and codes of practice and procedures are developed for activities under their control;

Implementing health and safety monitoring arrangements within their area of responsibility, such as:

- Incident reporting and investigation;
- Statutory inspection of equipment as appropriate;
- Termly health and safety inspections;
- Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews;
- Reporting any health and safety issues which cannot be resolved to the Headmaster or Health and Safety Co-ordinator or to the Governing Body.

**Heads of Subject Departments have the following specific Health and Safety Responsibilities:**

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least annually) where applicable;
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Headmaster where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the school hierarchy.



## **2.5 Responsibilities of all staff**

All staff employed at the School are responsible for;

- taking reasonable care for the health and safety of themselves and others when undertaking their work, for example;
- check classrooms/work areas are safe;
- check equipment is safe before use;
- ensure safe working procedures are followed;
- co-operate with the Estates Manager (also H&S Coordinator/Compliance Support Officer.), Headmaster and School Governors on all matters relating to health and safety by complying with the Health and Safety Policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to their Headmaster/Line Manager any serious or immediate danger;
- report to their Headmaster/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participate in health and safety inspections and the Health and Safety Group where appropriate;
- confident & follow the procedure in case of a fire or emergency;
- attending or completing local H&S training in their first week of employment;
- Wear any authorisation badge / identity card that is issued to them, so that it is clearly visible whilst on school premises.

## **2.6 Safety Representatives**

Safety representatives do not have responsibilities under this policy; however, they do have functions as laid down in the Safety Representatives and Safety Group Regulations.

### 3 ARRANGEMENTS

#### Health & Safety Co-ordinator

The Senior Member of staff with special responsibility for coordinating Health & Safety matters is:	Estates & Facilities Manager or Finance Director in their absence
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#### Estates & Technology Committee

Health & Safety is included within the responsibilities of the Estates & Technology Committee, as set out in their terms of reference. Membership of the Estates & Technology Committee includes the Health & Safety Governor and the Health & Safety Co-ordinator.

The terms of reference and minutes of the Estates & Technology Committee are kept with:	Clerk to Governors
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#### Health & Safety Group

In addition to and separate from the Governors' Estates & Technology Committee, there will be a School Health & Safety Group to co-ordinate the management of health and safety within the school. The membership of the Safety Group is as follows:

Chair – Health & Safety Co-ordinator (Estates & Facilities Manager)
H&S Governor
Matron
Boarding Administrator
Union Representatives

#### Union Safety Representatives

Union Safety Representatives are responsible for representing the views of staff with respect to health & safety policies and arrangements. They are appointed or elected by staff unions or members according to the procedures established by them. Each Union may appoint or elect its own representative, or unions may appoint or elect a representative jointly

Union Safety Representatives have no additional specific health & safety duties within this policy. Their duties shall be defined by staff unions or members that they represent. However, for the sake of clarity, their suggested health & safety duties are:

- To consult with the staff that they represent about all health & safety matters
- To attend and to represent the views of staff on the School Health & Safety Group

- To represent the views of staff to governors regarding the Health & Safety Policy and any proposed amendments to that policy

The professional associations represented are NEU and NASUWT.

### **Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation**

Following an accident, incident, dangerous occurrence or near miss the employee or person who witnesses an accident or a nominated person will report the accident/ incident to the nominated person.

The nominated person(s) are:

Job title of nominated person
Matron
H&S Coordinator/Compliance Support Officer
Deputy Head

The persons responsible for reporting incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are:

Job title of person reporting incident
Estates & Facilities Manager & Matron
H&S Coordinator Compliance Support Officer
Deputy Head
Headmaster

The H&S Co-ordinator will keep a file of all reported accidents and “near misses”

The persons responsible for monitoring accidents and incidents to identify trends and patterns is:	Estates & Facilities Manager and Matron
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

## Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the School Medical Policy, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Matron or Persons who have undertaken the administration of medicines course
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The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the School Medical Policy, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Matron or Persons who have undertaken the administration of medicines course
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The person(s) responsible for undertaking and reviewing the Health Care Plans of pupils with medical needs is:	Matron
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A copy copy of the School Medical Policy is available on the School intranet at Staff Common/All Staff/Policies and Guidance

## Asthma Inhalers/EpiPen's

The person responsible for the supervision and storage where appropriate of asthma inhalers/EpiPen's is:	Matron
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## Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations using the H&S Executive Workstation checklist [Workstation Checklist](#) in accordance with the School's Display Screen Equipment Policy. Employees may be entitled to a free regular eye test.

Job Title
All staff who use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more.

The competent person responsible for carrying out display screen equipment risk assessments is:	Estates & Facilities Manager
The person responsible for ensuring that the requirements of the risk assessment is implemented is:	IT Manager & Estates & Facilities Manager

## Fire and Other Emergency Arrangements

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	All work areas
Bomb Alert	All work areas
Gas Leak	All work areas
Lockdown procedure (Persons Threatening Violence on Site/ Dangerous Animal(s) on Site)	All work areas

The full School Fire Evacuation Plan is available on Google/Shared Drive/All Staff/ Processes & Procedures.

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headmaster, Deputy Headmaster or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The Fire Evacuation Co-ordinator will be a member of the senior management team.

**Note: The priorities are as follows:**

- **to ensure the safety of all person's people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;**
- **to call the emergency services when appropriate;**
- **to safeguard the premises and equipment, if this is possible without putting persons at risk.**

The person responsible for arranging, recording and monitoring training at least annually, for example, Fire Warden Training and Fire Risk Assessor Training is:	Health & Safety Coordinator (Estates & Facilities Manager)
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The person responsible for arranging, recording and monitoring fire drills at least once per term including recording that time taken to evacuate the building is recorded in the fire log is:	Health & Safety Coordinator (Estates & Facilities Manager)
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	1. Estates & Facilities Manager 2. Finance Director or equivalent (Off Site)

The competent person responsible for commissioning the fire risk assessment for the premises is:	Estates & Facilities Manager
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The person responsible for undertaking Personal Emergency Evacuation Plans (PEEPs) for SEN pupils with mobility problems is:	SEN Manager
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### **Fire Prevention and Detection Equipment Arrangements**

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	Location of Test Records	Person Responsible
Fire Alarm	Fire Log	Estates & Facilities Manager
Emergency Lighting System	Fire Log	
Heat detection Systems	Fire Log	
Smoke Detection System	Fire Log	

The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Estates & Facilities Manager
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The person responsible for commissioning an annual test of firefighting equipment is:	Estates & Facilities Manager
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## First Aid

A current list of employees who are first aiders and have been trained to First Aid at Work level is available on the Google/Shared Drive/All Staff/Care Plans & Other Medical Information.

The list of names of current first aiders and appointed persons who are First Aiders with their role, extension number and expiry date of certificate are displayed in Matrons, Main Reception and the Student Hub.

The person responsible for ensuring first aid qualifications are maintained is:	Matron and those who hold the qualification
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A current list of the location of First Aid boxes, which have within them a first aid record book, is available on Google/Shared Drive/All Staff/Care Plans & Other Medical Information.

Travelling First Aid boxes are kept in all minibuses and in the Sports Department.

The responsible mini bus driver/ trip leader must check the contents before using the bus and if seals are broken must return to Matron for a check of contents.

A termly check on the location and contents of all other first aid boxes will be made by:	Matron
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Use of first aid materials and deficiencies should be reported to and the person responsible for their replenishment is:	Matron
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The telephone number of the nearest hospital with:	
Accident and Emergency	Stoke Mandeville Hospital 01296 315000
Minor Injuries and Illness Unit	Wycombe Hospital 01494 526161
Medical Advice	111

## House Keeping and Disposal of Waste

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to:	Estates & Facilities Manager
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The person responsible for the safe disposal of any <b><i>hazardous substances</i></b> or <b><i>special wastes</i></b> is:	Estates & Facilities Manager
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The person responsible for ensuring the safe and appropriate disposal of any <b><i>clinical waste</i></b> is:	Estates & Facilities Manager
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### Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points for gas, electricity and water supplies are kept in a folder on Google/Shared Drive/Department Maintenance.

### Maintenance of Site, Premises, Housekeeping and Hazard Reporting

All employees and governors must report any hazards that could be a cause of serious or imminent danger, for example, damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone or in person to:	Estates & Facilities Manager or Maintenance team
Verbal reports should be followed up in writing using the hazard / near miss reporting form (which can be found in the Staff Room) or e-mail to:	Estates & Facilities Manager or equivalent jcm@rgshw.com
Non-urgent hazards should be reported via email	Maintenance@rgshw.com

### Manual Handling of Loads

#### Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment is:	All staff
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The person responsible for arranging training in safe manual handling of objects is:	Estates & Facilities Manager. Manual handling courses are on Every.education and administered by HR.
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The person responsible for monitoring the safety of manual handling activities is:	All Staff
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### Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Line Managers and HoDs
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The person responsible for arranging training and annual refresher training in the safe moving and handling of people is:	Estates & Facilities Manager
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### **Premises Security**

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	1 Site Security Supervisor .
	2 Estates & Facilities Manager

The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are:	1 Site Security Supervisor .
	2 Estates & Facilities Manager

### **Risk Assessments**

The persons responsible for carrying out risk assessments for the school's work activities in their departments or areas, including extra-curricular, Fraser Youens Boarding house, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment relating to jobs, locations, work equipment and chemicals and activities are produced are:	Line Managers
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### **Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises should report it using the Maintenance Request Form on the VLE	All Staff
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Defective furniture should be taken out of use immediately and reported to:	Maintenance Team
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The person responsible for arranging repairs is:	Estates & Facilities Manager
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### **Severe Weather**

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises, for example, clearing snow and ice, will be determined by:	Headmaster
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The person responsible for gritting appropriate pedestrian and vehicle routes on the site is:	Estates & Facilities Manager
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During periods of very hot weather, arrangements for minimising the risks from exposure to excessive amounts of sunlight or excessive heat will be determined by:	Headmaster
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### **Training for Health and Safety**

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Line Managers
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- Health and Safety Statement
- All Health and Safety Policies
- The Health and Safety folder on “Staff Common”
- Education Visits and Expeditions Policy
- Premises Asbestos Log
- Premises Legionella Log
- Risk Assessments
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity

- Special Needs of Young Employees (e.g. Work Experience Placements)
- Policy on School Swimming

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Estates & Facilities Manager & HR
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Estates & Facilities Manager & HR
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	Estates & Facilities Manager & HR
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The person responsible for reviewing the effectiveness of health and safety training is:	Estates & Facilities Manager & HR
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is:	Estates & Facilities Manager or equivalent in conjunction with Line Managers
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Employees who feel that they have need for health and safety training of any kind should notify in writing:	Estates & Facilities Manager or equivalent or HR
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## Work Equipment

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

### Working at Height - Access Equipment

#### Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Estates & Facilities Manager
Person(s) authorised to operate and use is/are:	Teacher in charge of SLST

Records of training in safe use are kept:	Estates & Facilities Manager & HR
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#### Non-Powered Access Equipment Ladders E.g. Stepladders, Podium Steps, Platform Steps

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Estates & Facilities Manager
Person(s) authorised to use is/are:	Estates & Facilities Manager Maintenance Staff Grounds Staff

### **Manual Handling Equipment**

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that manual handling equipment such as sack barrows, flat-bed trolleys, evac-chairs etc. are maintained in a safe condition	Estates & Facilities Manager
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### **Equipment Provided for Pupils with Special Educational Needs**

The person responsible for ensuring that all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition is:	The Provider e.g. Hospital
The person responsible for ensuring that wheelchairs and standing frames used by SEN pupils are in good working order on a day to day basis is:	SEN Manager
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	SEN Manager

### **Lifts**

The person responsible for ensuring that passenger lifts including stair lifts are inspected and serviced every six months is:	Estates & Facilities Manager
The person responsible for ensuring that the Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs) for passenger lifts are in place is:	Estates & Facilities Manager

## Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Estates & Facilities Manager, Cleaning Contractor
Person(s) authorised to operate and use are:	Maintenance Staff Grounds Staff, Staff as authorised by Cleaning Contractor

## Catering Equipment (Dough mixers, Slicing machines, Potato peelers)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Catering Contractor
Person(s) authorised to operate and use is/are:	Staff as authorised by Catering Contractor

## Contractors

All contractors working on the site will be appropriately selected and competent in terms of health and safety

Contractors will be made aware of and required to abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.

All contractors must report to the Estates & Facilities Manager (or a member of the Maintenance Team) before any works take place

The person responsible for co-ordination of contractors' activities on site, advising them of the School's health & safety policy and making them aware of specific local circumstances that may affect their work is:	Estates & Facilities Manager
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## Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head Groundsman
Person(s) authorised to operate and use is/are:	Head Groundsman Assistant Groundsman Maintenance Team

### **Grounds Maintenance Equipment (Machinery and Tools)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head Groundsman
Person(s) authorised to operate and use is/are:	Head Groundsman Assistant Groundsman

### **Laboratory Apparatus and Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Heads of Science
Person(s) authorised to operate and use is/are:	All Science teachers and technicians

### **Design and Technology Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Design & Technology [DT]
Person(s) authorised to operate and use is/are:	All DT teachers and technicians

The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when equipment is in use is/are:	Head of DT and DT technician
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Head of DT and DT technician

### **Design and Technology Equipment (Food Technology)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of DT
Person(s) authorised to operate and use is/are:	DT Food Teachers
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	DT Food Teachers
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	DT Food Teachers

### **Art and Design Equipment (Fine Arts)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Art
Person(s) authorised to operate and use is/are:	All Art Teachers and Technician

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### **Art and Design Equipment (Ceramics)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Art
Persons authorised to operate and use is/are:	All Art Teachers and technician

### **PE Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Director of Sport
Person(s) responsible for regular (daily) visual inspection is/are:	All PE staff
Person responsible for ensuring the PE equipment is inspected annually by a competent contractor is:	Director of Sport

### **Stage Lighting Equipment**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Teacher in charge SLST
Person(s) authorised to operate and use is/are:	Teacher in charge SLST SLST members
Person responsible for ensuring the Stage Lighting Equipment is inspected periodically by a competent Individual or contractor is:	Teacher in charge SLST

### **Pianos, Organs and Other Musical Instruments**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of Music
Person(s) authorised to operate and use is/are:	All Music staff, Peripatetic staff and music students

### **Portable Electrical Appliances**

The person/contractor responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:	Estates & Facilities Manager IT Manager Head of DT Head of Boarding
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Person(s) responsible for carrying out formal visual inspection and testing is/are:	Science Technicians DT Technician Maintenance Team
Staff must not bring onto the premises any portable electrical appliances unless they have authorisation and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Any of the above PAT qualified staff

### **Personal Protective Equipment (PPE)**

Suitable Personal Protective Equipment (PPE) goggles, gloves, hearing protection etc will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use. Staff may be entitled to a free eye test and prescription safety spectacles.

The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows	
Science	Science Technicians
Design and Technology	DT Technician
Art and Design	Art Technician
Maintenance and Cleaning including Swimming Pools	Estates & Facilities Manager Maintenance Team
Catering	Catering Contractor
Grounds Maintenance	Head Groundsman

The person responsible for planning for laundering soiled PPE (e.g. overalls, aprons etc) is:	Individuals
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### **Respiratory Protective Equipment**

The person responsible for the risk assessment, provision, training in use, storage, maintenance, inspection, repair and replacement of respiratory protective equipment is:	Maintenance Team
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## Hazardous Substances

The School's COSHH Policy is available on Google Drive/Department Maintenance/COSHH.

Inventories of hazardous substances used in the school are maintained at the locations specified:

Science related	Science Prep Rooms
Design and Technology (Materials)	DT Office
Design and Technology (Food and Textiles)	Food Technology Room
Art and Design (Fine Arts)	Art Office
Art and Design (Ceramics)	Art 4/Art Office
Caretaking and Cleaning stores	Cleaning Contractor's office
Swimming Pool	Estates & Facilities Manager's Office
Canteen	Catering Manager's Office
Grounds Maintenance	Pavilion Store
Fraser Youens House	Boarding Administrator's Office

Copies of all the hazardous substances inventories are held centrally:	Staff Common/Health & Safety/Hazardous Materials
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The persons responsible for undertaking and updating the hazardous substance risk assessments is:	Line Managers
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The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) is examined annually and tested by an approved contractor	HoD DT HoD Art
The reports are kept available for inspection by:	HoD DT HoD Art

## Asbestos

The person responsible for planning to deal with asbestos and ensuring that the premises Asbestos Log is consulted by visiting contractors and other relevant persons is:	Estates & Facilities Manager Maintenance Team
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The premises Asbestos Log is kept at the following location in the building:	Estates & Facilities Manager's Office
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The person responsible for ensuring that the Asbestos Log is updated as appropriate and in advance of work on the fabric of the building is:	Estates & Facilities Manager
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## Legionella

The premises Legionella Log is kept:	Estates & Facilities Manager's Office
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The Responsible Person who has been trained to be responsible for the management of legionella in the school is:	Estate Manager in conjunction with our approved contractor.
The Nominated Legionella Controller person who has been trained to be responsible for checking water temperatures as part of the legionella programme is:	Approved Contractor.

## Radioactive Sources

The Radiation Protection Supervisor is a:	Head of the Physics Department
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The location of the following records is:

Inventory of the sources	Physics Department
Use log	Physics Department
Monitoring/Test records	Physics Department
Risk assessments for use	Physics Department
CLEAPSS guidance on Managing ionising radiations and radioactive substances in schools and colleges (L93)	Physics Department

## Noise

<b>Any employee</b> concerned about the noise levels at work should report the matter to the Estates Manager who will arrange for remedial action or for an assessment to be made by the Health and Safety Team or a specialist contractor.	Estates & Facilities' Manager
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## Waste Management

Non-recyclable waste will be collected daily by: Recyclable waste will be dealt with daily by:	Cleaning & Catering Contractors Appropriate staff
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that, where appropriate, the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Estates & Facilities Manager
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Estates & Facilities Manager
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The person responsible for ensuring the school general waste, its special waste and its waste electronic equipment is collected by an appropriate and approved contractor is:	Estates & Facilities Manager
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The person responsible for ensuring the school special waste is collected by an approved contractor is:	Estates & Facilities Manager
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The person responsible for ensuring the school general waste is collected by an approved contractor is:	Estates & Facilities Manager
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The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement is:	Estates & Facilities Manager
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## Cleaning Arrangements

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Day Janitor who will arrange for them to be dealt with.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Estates & Facilities Manager
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Spill kits can be found at the following locations:	Cleaning Contractor's Office Matron's Office Main Reception FYH Medical Room
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### Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Estates & Facilities Manager
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Where possible Health and Safety Inspections will be carried out with the Governor responsible for the school's health and safety. Inspection Reports will be forwarded to the Estates & Technology Committee, which oversees responsible for Health & Safety.

The person responsible for ensuring follow up action on the report is completed is:	Estates & Facilities Manager
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### Provision of Information

The person responsible for distributing all health and safety information received from the Health and Safety Team and elsewhere for the maintenance of a health and safety information reference system is:	Estates & Facilities Manager
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Records of employee's signatures indicating that they have received and read and understood health and safety information are kept:	Line Manager / Online record.
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New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept with:	HR & Estates Manager.
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The person responsible for maintaining it is:	HR & Estates Manager
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The person responsible for deciding on the appropriate circulation of each document is:	Estates & Facilities Manager
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The Health and Safety notice board, which includes a copy of the Health & Safety Law Poster is sited:	Staff Common Room
The person responsible for ensuring documents on the health and safety notice board are kept up to date is:	Estates & Facilities Manager

### Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including an overnight stay is:	EVC Co-ordinator
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom <b>including</b> an overnight stay is:	EVC Co-ordinator
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay is	EVC Co-ordinator
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### Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising as appropriate is:	Assistant Head/Teacher responsible for arranging Work Experience and/or HR Manager
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### Swimming

The teacher responsible for school swimming is:	Director of Sport
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## Swimming Pool

The person with overall responsibility for ensuring that the pool is: <ul style="list-style-type: none"><li>• correctly and safely maintained</li><li>• regular inspections are carried out</li><li>• remedial action is taken or if necessary the pool is taken out of use where necessary</li><li>• appropriate records are kept</li></ul>	Estates & Facilities Manager
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Records of person(s) who have been trained and certificated to run the pool are kept by:	Estates & Facilities Manager
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The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc is:	Director of Sport & Estates & Facilities Manager
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## Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the premises in accordance with the letting's procedure is:	Lettings Manager
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Lettings Manager Duty Lettings supervisors
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Duty Letting Supervisor.
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## Visitors

School: On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"><li>• an identification badges</li><li>• relevant health and safety information</li><li>• and will sign the visitors' book</li></ul>	School Reception
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Boarding: There is a separate signing in Procedure for visits to Fraser Youens House.	Duty Office Fraser Youens House
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An employee seeing an unidentified person should act in accordance with agreed procedures which can be found:	Staff Handbook
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### **Supplies (Purchasing/Procurement and Deliveries)**

The person responsible for raising a purchase order will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards. They will also satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

Deliveries of goods will be reported to: who:	School Reception The Maintenance Team will arrange for deliveries to be taken to the appropriate location
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### **Catering**

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Catering Contractor
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The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are	Catering Contractor
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The person responsible for ensuring an adequate schedule of deep cleaning is carried out is:	Catering Contractor
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The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Catering Contractor
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**Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Health and Safety (HSE), County Council, Health and Safety Advisers, Environmental Health Officer, Buckinghamshire Fire and Rescue Officers**

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body:	Finance Director or equivalent – Estates & Facilities Manager - Catering Contractor
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## Smoking

Smoking and Vaping in the school and in vehicles under its control is prohibited.

## Vehicles

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Regulations for the use of School minibuses are published on the School intranet (Regulations for the use of an RGS minibus) at: Staff Common/All Staff/Policies and Guidance

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) This person will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger and child seats where necessary:	Line Manager
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The person responsible for arranging the insurance of School vehicles is:	Finance Director
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The person responsible for arranging the maintenance of School vehicles is:	Estates & Facilities Manager
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The person responsible for allocating minibuses to staff on the authorised drivers list is:	School Receptionist
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The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the School's test is:	Finance Manager
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## Stress and Well Being

The persons responsible for monitoring absence owing to stress related illness and promoting well-being is:	HR Manager
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## Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Line Manager
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## Bullying/Harassment

The School has appointed separate Governors responsible for oversight of the school's arrangements and provisions for the implementation of the Anti-Bullying Policy and for monitoring the School's Child Protection Policy.

The School's Behaviour Policy and its Anti Bullying Policy are kept:	Google Drive/All Staff/Policies/Education.
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Records of bullying incidents and action taken are kept:	Deputy Head's Office
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## Insurance

Cover is provided as follows:

Insurance Company	Details
Zurich Municipal	Policy Number: KSC-242049-2963

## Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for carrying out an annual review of the School's Health and Safety Policy and ensuring its dissemination and implementation in the school is/are	Estates & Facilities Manager
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The person responsible for ensuring the implementation of the recommendations of any audit reports carried out by the School is:	Appropriate responsible Manager
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The person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan is:	Estates & Facilities Manager
Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept:	School Office

Signed..... Headmaster

Date: .....

Signed: ..... Chairman of Governors

Date: .....