



St Swithun's School Winchester

Incorporating St Swithun's School, St Swithun's Prep School
&
Early Years Foundation Stage

HEALTH & SAFETY POLICY STATEMENT

Policy History	
Reviewed and updated	September 2023
Date of next review	September 2024

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POLICY

St. Swithun's School is committed to ensuring the health, safety and welfare of its pupils, staff and visitors and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations. This policy and its supporting annexes have been compiled with regard to:

- The Health & Safety at Work (H&SAW (Health & Safety at Work)) Act 1974.
- Management of H&SAW Regulations 1999.
- HSE (Health and Safety Executive) guidance. (Link - [HSE school trips & outdoor learning activities](#))
- DfE departmental advice on health and safety for schools,) including the non-statutory advice contained in H&S Advice on Legal Duties and Powers for Local Authorities, Head Teachers and Governing bodies 2014. [Health and Safety Advice on legal duties & powers](#)

- DfE's departmental advice on health and safety for schools – ([Link – H&S responsibilities and duties for schools](#))
- HSE Sensible Health and Safety Management in Schools <https://www.hse.gov.uk/education/sensible-leadership/index.htm>
- National Minimum Standards for Boarding Schools. [[Link](#)]
- Advice provided by HSE: <http://www.hse.gov.uk/guidance/index.htm>
- Government Guidance: <http://www.Gov.uk>

INTENT

The school recognizes its responsibilities for employees under Section 2 of the H&SAW Act 1974 and, under Section 3, for other people not in its employment who may be affected by its undertakings. This includes pupils, parents, other visitors, hirers and contractors.

The School will take all reasonable steps to ensure the health and safety of its pupils, employees and all visitors to the school site. Health and safety at work is also the responsibility of the employees themselves and it is the duty of all employees to familiarize themselves and comply with the school's procedures and systems on health and safety.

Employees must also take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to themselves or any other person. If any employee is unsure how to perform a certain task, or feels it would be dangerous to do so, or to use specific equipment, then it is the employee's duty to report this as soon as possible to his/her line manager and to the health and safety advisor.

The School will provide and maintain a healthy and safe working / learning environment with the objective of minimizing the number of instances of occupational accidents and illnesses.

The school, its employees and others have a common law duty to take care of pupils in their care, in the same way that a prudent parent would do.

ORGANISATION

The Council and Headmistress have overall responsibility for health and safety in the school. The Bursar, assisted by the following:

- Estates Manager (health and safety officer),
- Health & Safety Compliance Assistant,
- Operations Bursar

have the responsibility for overseeing, implementing, and monitoring health and safety procedures in the school and for reporting to the Council on such matters. Heads of Department and Housemistresses have specific responsibility for H&S within their area.

The health and safety department also conduct regular inspections of the workplace, maintains safety records, and investigates and reports on accidents at work. (RIDDOR) Full details of individual responsibilities are contained in [Policy 10.a – Responsibilities & Guidelines](#).

Health & safety policies, procedures and risk assessments will be reviewed at least annually. Implementation will be monitored by the governing body during school visits and routinely by the bursar, estate manager, housemistresses and heads of department. A formal external review, to include risk assessments of selected areas, will be conducted on an annual basis.

RISK ASSESSMENT

The school carries out risk assessments on a range of activities and on the physical environment within the school. These will include:

- Annual reviews of existing buildings, facilities, equipment and activities to ensure any changes in provision or regulations have been considered.
- Risk assessment of any new buildings, facilities, equipment or activities.
- Risk assessments in support of teaching and learning for curricular and co-curricular activities.
- Risk assessments for offsite activities.
- Risk assessments in relation to any specific staff or pupil needs (i.e. disability)
- Risk assessments in relation to persons involved in a regulated activity in advance of confirmation of DBS clearance or when an overseas check is required.
- Risk assessments where a change in procedure may create a hazard, including safeguarding hazards, to pupils, staff or visitors.

Health & safety risk assessments will always be carried out by a competent person responsible for the building, facility, equipment or activity in question. Details are contained in Policy 10.a and its supporting annexes; however, outline responsibilities are as follows:

- Fire, H&S general – Estates manager & H&S Compliance Assistant (but in coordination with relevant HOD (Head of Department) / house mistress / master).
- Boarding accommodation and activities – House mistress / master & head of boarding.
- Offsite activities – lead member of staff with offsite activities coordinator.
- Lessons – HODs, as part of scheme of work and individual teachers responsible for delivering individual lessons.
- The H&S officer & H&S Compliance Assistant will assist staff in carrying out risk assessments.

All risk assessments should consider safeguarding risks. Risk assessments in relation to employment will be approved by the Headmistress or Deputy Head.

Those responsible for written risk assessments will receive training as part of the school's H&S training package.

All risk assessments will consider the specific nature of a school environment and the ages of pupils on site.

Particular attention will be paid to:

- Establishing, monitoring and reviewing all measures to ensure they meet the latest H&S standards.

- Maintaining the School in a safe condition and providing adequate facilities and arrangements for welfare at work.
- Providing and maintaining equipment and systems of work that are safe.
- Providing a safe means of access to, and evacuation from, the school’s buildings.
- Providing such information, instructions, training and supervision as are necessary to ensure the health and safety at work of its staff, pupils and any visitors to the School.
- Training: all staff are required to undergo health and safety training, on taking up employment and during their employment. This will be tailored to their role and will be a combination of online and direct training.
- Developing an understanding of risk awareness, assessment and control in staff and pupils. This will include creation and review of risk assessments for all activities and locations within the school.
- The effective control of contractors when on school premises. Further details are contained in Policies No 6.a (Contractors safeguarding) & 44.
- The regular review of procedures and practices to ensure that any lessons learned from incidents are applied.
- H&S within the boarding environment, where it is recognized that pupils may be exposed to additional risk.
- While no longer required to hold a separate policy for educational visits and other offsite activities, the school has a well-established procedure for the risk assessment and management of such activities and considers the retention of such a policy to be good practice. Details are contained in [Policy No 13 – Off site Activities](#) . The school will also act in accordance with advice contained in the DfE (Department for Education) publication “H&S of Pupils on Educational Visits.”

Reviewed By:	Date	
Health & Safety	John Dainton	August 2023
Estates Manager	Jim Ewing	August 2023
Bursar	Martyn Gamble	September 2023
Nominated Governor	Heather Mycock	September 2023
School Council		12 th October 2023