



MAGDALEN  
COLLEGE SCHOOL

# Health & Safety Policy

Responsible person	School Surveyor	
Approved by	Health & Safety Committee	November 2023
Next review		November 2024

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## 1. Part One - Statement of General Policy

1. The Governing Body of Magdalen College School recognises and accepts its collective responsibility as an employer for providing a safe and healthy workplace and working environment for all of its employees, pupils, parents and visitors under the terms of the Health and Safety at Work Act 1974 (HSAW Act 1974). The Governing Body attaches the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in the School community so that effective learning can take place.
2. The Governing Body, through the Master and the Bursar, will take all steps within its power to meet this responsibility at the School, paying particular attention to the provision and maintenance of:
  - A safe place of work and safe access to it.
  - A healthy working environment.
  - A healthy and safe environment for staff and pupils on all school organised off-site activities.
  - Sufficient resources, information, instruction, training and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
  - Safe arrangements for the use, handling, storage and transport of articles and substances.
  - Plant, equipment and systems of work that are safe.
3. The Governing Body will ensure that competent technical advice on safety and health matters is available where this is necessary to assist the Master and the Bursar, and their supervisory assistants, in their tasks.
4. No Health and Safety Policy is likely to be successful unless it actively involves employees themselves. In this connection, the Governing Body reminds its employees of their own duties under Section 7 of the Health and Safety at Work Act.
  - To take responsibility for their own safety and that of other employees, being aware of both their acts and omissions.
  - To co-operate with the Master and the Bursar to enable them to carry out their responsibilities successfully.
  - Not to interfere with or misuse anything provided in the interest of health and safety.
5. The Governing Body requires all Heads of Departments and management at all levels to display a positive attitude towards health and safety and to instil this in those for whom they are responsible. In addition, the Governing Body expects all adults to remind pupils of their responsibility for their own health and safety and that of others.
6. The Governing Body is committed to ensure that the School operates in accordance with current legislation. They look to the Master, the Bursar and to all members of staff to ensure that this policy is observed.
7. A copy of this statement will be made available to all employees. It will be reviewed at least annually and may be supplemented in appropriate cases by further statements relating to the work of particular departments or employees. Such changes that are made will be brought to the attention of all employees.
8. The Governing Body recognises the need to consult with employees from time to time on health and safety matters. The management of health and safety is delegated to the Master and Bursar, and the Governing Body expects, and indeed encourages, employees to bring to their attention,

through the Health and Safety Committee, any matter relating to health and safety that is a cause for concern.

9. The Governing Body receives an annual report on health and safety at their Summer Term meeting. The Governing Body will use these reports as appropriate for the dissemination of any relevant information that it wishes to be passed on to staff.

Signed:

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Chair of Governors: Mr. Robert Price

Date:

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**The Health and Safety Policy and Procedures document can be found on the intranet in the Staff Area. All staff must acquaint themselves with the contents of this document.**

## **2. Part Two - Organisation**

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of Health and Safety. It also covers the development of general policy and how we train employees (and others) to carry out our activities. This Policy has regards to the DfE Health and Safety Advice on Legal Duties and Powers of Local Authorities, Head Teachers, Staff and Governing Bodies (2013).

An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

### **2.1 Governing Body**

The Governing Body has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available, so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

### **2.2 Master**

The Master will assist the Governing Body in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Master will also report to the Governing Body on health and safety performance, via the Bursar, and assist the implementation of changes in the Policy when approved.

### **2.3 Bursar**

The Bursar will have day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Moving and Handling
- Selecting and Controlling Contractors
- Emergencies
- Staff induction – Health & Safety

They will also chair the School Health and Safety Committee

## **2.4 School Surveyor**

The School Surveyor will act as the School Safety Co-ordinator, whose duties will include:

- Advising the Master on maintenance requirements, through the Bursar
- Co-ordinating advice from specialist safety advisors and producing associated action plans
- Monitoring health and safety within the School and raising concerns with the Master, through the Bursar
- Compliance with the Construction (Design and Management) Regulations on major projects.

The School Surveyor will also assist the Bursar with the implementation of the following:

- Building security
- Catering and cleaning functions
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others, as appropriate)
- Registration and control of visitors, via the Bursar for organisational and structural reasons
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records for fire, electrical, gas, equipment, water quality and asbestos
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.
- Reporting notifiable accidents under RIDDOR to the Health & Safety Executive

## **2.5 Heads of Department**

The Heads of Department will ensure, in as far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Heads of Science Departments
- Sports activities – Director of Sport
- Drama - Head of Drama
- Art and Design & Technology - (including harmful substances and flammable materials) – Heads of Art and Design & Technology
- Music - Head of Music
- Trips and visits – Trips Coordinator/Usher
- Ammunition and firearms – School Staff Instructor (using MOD standard Risk Assessments and documentation)

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

## 2.6 External Health and Safety Advisors

The Bursar will arrange, as appropriate, for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors retained to give advice on the external fabric of the school (quinquennial and as necessary).
- Engineers monitoring and servicing the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym & fitness equipment and machinery used in Design & Technology, Art, Science, Sports, Catering and in the Estates departments are serviced at appropriate intervals.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager will arrange:
  - Professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc., once a year (in conjunction with Estates).
  - Appropriate pest control measures to be in place (in conjunction with Estates).
  - Professional advice from a dietician on healthier food, menu planning and special diets as needed.
  - Compliance with their own corporate Health & Safety Policies, Standards and Guidance
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every year, or when significant changes are made to the interior of buildings, or new buildings are bought, or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and call points are tested/inspected annually by a qualified contractor.
- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces and sports facilities.
- The school has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the School Surveyor is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. They are responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), Head of Physics, is responsible for liaison with the School's appointed Radiation Protection Advisor ensuring compliance with the Ionising Radiation Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Environmental Permitting Regulations 2016 (amended 2023).

## 2.7 School Health and Safety Committee

The Committee will meet twice a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will be invited to attend these meetings. The other members of the Committee will be:

- The Master

- The Usher
- Departmental Heads Art (rotating)
- Design & Technology
- Departmental Heads of Science (rotating)
- Head of Junior School
- Director of Sport
- Trips Coordinator
- Matron
- Catering Manager
- Head of Drama
- Director of Arts Festival
- Director of IT
- Surmaster
- School Surveyor
- Grounds Manager
- Maintenance and Operations Manager
- H&S external advisor

The role of the Committee is to:

- discuss matters concerning health and safety policy, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review termly accidents and near misses, and discuss preventative measures;
- review and request updated risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff at the time of observation.

## **2.8 Matron**

The School Matron will be responsible for:

- First Aid Policy
- Infection Control Policy
- Maintaining an accident record book.
- Recording accidents/near misses statistics and preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital (and informing their parents)



- Checking that all first aid boxes and eye wash stations are replenished
- Ensuring that adequate first-aid training is organised and made available.
- Undertaking Pregnancy Risk Assessments for staff.

## **2.9 Staff**

The co-operation of all staff is essential to the success of the Policy, the School requests that staff should notify their Head of Department / School Surveyor of any hazards to health and safety that they notice, and of any suggestions they wish to make regarding health and safety.

Staff are required to:

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school, or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

**2.10 Diagram showing the organisation for Health and Safety**

