



RUGBY
SCHOOL
GROUP

Health and Safety Policy

September 2021

Responsibility for updating this policy: Health and Safety Officer

1. Rugby School and Bilton Grange School Group, through levels of management (Governing Body, Senior Management Team, Senior Leadership Team, Operations and Administrative Group, Risk & Compliance Committee, Heads of Departments and Housemasters/Housemistresses) will conduct its activities in a manner which seeks to achieve the highest health & safety standards and safeguards and promotes the welfare of students; Rugby School Group also accepts responsibility for the health and safety of others who may be affected by our activities or omissions. Rugby School Group is committed to ensure so far as reasonably practicable, that:
 - Students' welfare is safeguarded and promoted by means of risks to them being identified and appropriately managed;
 - Employees are not exposed to undue risk in respect to their health, safety and welfare whilst at work;
 - All students, employees and members of the public (including parents, visitors, contractors and their employees) are protected from health & safety risks while on School premises or engaged in School sponsored activities;
 - No employee or contractor is authorised to initiate or continue any activity, operation or process that will endanger or expose employees, students, visitors, fellow contractors or members of the public to hazards to health. Suitable and sufficient risk assessments will be completed and the necessary agreed control measures to prevent incident shall be introduced;
 - All contractors are able to demonstrate competence and the ability to put into place suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.
2. The Governing Body has ultimate responsibility for Health & Safety within Rugby School Group and will ensure compliance with the requirements of all health and safety legislation. The Head Masters of all Schools and Chief Operating Officer through the Chair of the Compliance Committee share equal responsibility for implementation of this policy within Rugby School Group. Depending on the severity of the risk, matters which cannot be resolved by the Health & Safety Officer (HSO) will be referred, first to the Schools Risk & Compliance Committees, and if still unresolved, to the Governing Body.
3. Resources: HSO and Compliance Committee will be provided with sufficient resources to ensure that adequate provision can be made for health & safety, so that when necessary, appropriate action can be taken without delay.
4. **The Rugby School Group's specific objectives are:**
 - a) To provide conditions and safe systems of work for all employees and a safe environment which prevents danger to the health, safety and welfare of students and visitors including members of the public and contractors. This requires risk assessments to be undertaken to enable hazards and risks to be identified and for these risks to be reduced to the lowest level practicable where possible, to enable the standards of safety to be adapted and enforced. See para 7 below.

- b) To ensure that all plant and equipment is maintained properly and any defect recorded and that none will be used knowingly when it presents any risk of injury or damage.
 - c) To provide adequate means of access and egress which are safe and without risks to health.
 - d) To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health, safety and welfare of all students and employees.
 - e) To ensure that the health, safety and welfare of students, employees, visitors and members of the public are under continuous review by management at all levels.
 - f) To ensure safe arrangements are made for the transport, handling and storage and use of articles and substances.
 - g) To ensure the Rugby School Group will have and maintain, up to date fire procedures and record documents; and ensure that all employees, contractors and students are familiar with them.
 - h) To ensure the School Group is compliant with National Minimum Standards for Boarding Schools and Health & Safety legislation to achieve best practice.
5. **This policy and the achievement of the objectives** are largely dependent upon the total cooperation of every person who works at the School and indeed all employees have a legal duty of care to:
- a) Take reasonable precautions in safeguarding the health and safety of themselves and others.
 - b) Observe all health & safety rules and procedures as laid down by the School and use all health & safety equipment provided.
 - c) Alert management to any potential hazard that they may have either noticed or caused and report all accidents, incidents or near miss/hits that have led, or may lead to, injury, illness or damage.
 - d) Ensure that no person uses potentially dangerous equipment unless they have been fully instructed as to the dangers and precautions to be observed and have either received sufficient training in work at the machine or are being supervised by a competent person with a working knowledge and suitable experience of the equipment.

No person under the age of 18 years will be allowed to operate, dismantle or clean potentially dangerous machinery or equipment.

6. Overall and day to day responsibility of Health & Safety

The Governing Body has overall responsibility for health & safety matters for the School as a whole and will nominate a governor with specific interest in health & safety.

The Chief Operating Officer and the Headmaster through the Chair of the Compliance Committee share responsibility for policy implementation and the day to day responsibility for compliance with health and safety matters is that of the HSO and student welfare is that of the Deputy Head (Pastoral).

7. Risk Assessment

The overall purpose of the School's risk assessment process is to identify any risks to staff, students or visitors where applicable, to eradicate or reduce these risks where practicable and to promote staff and students' welfare through the safe management of buildings, activities and behaviour. Overall responsibility for the implementation of appropriate risk assessment procedures for the safety and well-being of staff, students and visitors rests with the Governing Body.

This responsibility is delegated to the Head Master and/or the Chief Operating Officer who will in turn delegate responsibility for risk assessment to appropriate members of staff, as set out in this policy and in the risk assessment policy for student welfare.

The HSO provides advice and risk assessment training for all staff required to carry out risk assessments of School buildings and activities in relation to health and safety risks. All risk assessments will be carried out by the person responsible for the building, activity or individual concerned in accordance with the advice and in the format contained on the Health & Safety site, specific advice in relation to planned visits and supervision ratios can be found on the Educational Visits Coordinator site and in the School's Supervision policy. The completed health and safety risk assessments will be forwarded to the HSO for review and recording annually as a minimum.

Those assessments connected with the welfare of students will be forwarded to the Deputy Head (Pastoral) for review and recording.

8. Staff Consultation

Health & Safety Policy matters are a standing agenda item at the termly Risk & Compliance Committee meetings. The HSO presents a report on Health and Safety matters, including a report on issues raised at the monthly H&S and Security Committee meetings. An agenda for the H&S and Security Committee will be sent on an 'all staff email' in advance of each meeting. Any member of staff wishing to raise items for discussion should notify the HSO or H&S and Security Committee member in advance. Health and Safety issues of an urgent nature must immediately be notified to the HSO.

Authorised Compliance and Risk Committee:	
Date:	23 September 2021