



# Health and Safety Policy

Review log		
Date	Reviewed by	Comments
March 2009	N Barker	
January 2010	N Barker	
December 2010	L Brown	Complete rewrite - Statement of intent revised, additional roles included, arrangements section removed to Intranet.
December 2011	L Brown	Duty to undertake Fire risk assessments transferred from the Estates Bursar to the HSE and Compliance Manager. Department specific Health and Safety Policies included in section 2.19 Requirement to Organise and monitor the closure of actions identified from fire risk assessments included in 2.8 Other minor amendments.

**Monitoring:** All staff

**Policy Review:**

**Next review** December 2012

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**Persons Responsible:** HSE and Compliance Manager

Section	Contents	Page
	Forward.....	3
Part 1	Statement of Intent.....	4
Part 2	Organisation, Roles and Responsibilities.....	5
2.1	College Council.....	5
2.2	Headmaster of Ardingly College.....	5
2.3	Deputy Headmaster of Senior School, Headmaster of Prep School, Deputy Headmaster of Prep School, Head of Pre Prep, Director of Studies & Director of Co-Curricular Activities.....	5
2.4	HoMMs and AHoMMs.....	6
2.5	Educational Visits Co-ordinator .....	7
2.6	Pupils.....	7
2.7	Bursar.....	8
2.8	Estates Bursar.....	8
2.9	Domestic Bursar.....	9
2.10	Business Development Manager.....	9
2.11	Health, Safety, Environment and Compliance Manager.....	9
2.12	Head of Maintenance.....	10
2.13	Head of Grounds.....	11
2.14	Head of Catering & Catering Hospitality Manager.....	12
2.15	Transport Manager.....	12
2.16	Senior nurse in charge of the Medical Centre.....	12
2.17	Radiation Protection Supervisor.....	12
2.18	Contractors.....	13
2.19	Heads of Departments, Teachers, Line Managers and Supervisors.....	13
2.20	All Employees.....	14
2.21	Consultation and communication.....	15
2.21.1	Health and Safety Steering Group.....	15
2.21.2	Health and Safety Committee.....	16
2.21.3	Health and Safety communication and consultation structure.....	17
Part 3	Health and Safety Arrangements.....	18
	Acknowledgement sign off sheet.....	19

# Foreword

The Ardingly College Health and Safety Policy is issued in accordance with Section 2(3) of the Health and Safety at Work, etc. Act 1974 and is composed of three parts:

- |   |   |
|---|---|
| <b>Part 1: Statement of Intent</b>                      | Sets out Ardingly College's commitment to maintaining the health, safety and welfare of all persons affected by its activities and undertakings.                      |
| <b>Part 2: Organisation, roles and responsibilities</b> | Details the duties and responsibilities of the Governing Body, staff, pupils, and contractors and the consultation and communication structure for health and safety. |
| <b>Part 3: Health and Safety Arrangements</b>           | Provides a summary of the health and safety systems and procedures implemented within the College. The contents of this section can be found on the Staff Intranet.   |

Health and Safety is the responsibility of everyone, and the success of this Health and Safety policy and the embedding of a positive safety culture is very much dependant on the co-operation and involvement of all members of the College community. To achieve this all persons whom this policy is directed towards are requested to understand the College's expectations, fulfil their responsibilities and duties and undertake their activities in accordance with the Health and Safety system and procedures implemented within the College.

Whilst this policy sets out the general management of Health and Safety at Ardingly College, individual departments have developed specific procedures for risk management which must be referenced if applicable to specific roles.

This policy takes into account the requirements of DfE Guidance 2011 Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies

Comments on this document, or requests for further information or clarification on any aspect of its contents should be made to the HSE and Compliance Manager.

A copy of this publication along with associated documents and further information may be viewed and printed from the College Intranet.

**Lance Brown CMIOSH Dip2.OSH AIEMA**

**Health, Safety, Environment and Compliance Manager**



# Health and Safety Policy

## Part 1 - Statement of Intent

The College Council and Headmaster of Ardingly College are committed to providing a safe and healthy environment for all members of the College community and complying with all statutory Health and Safety obligations, including providing a safe and healthy working environment, safe equipment and safe systems of work. Where possible, the College Council will strive to achieve best practice standards when discharging its duties and responsibilities.

The College Council, as the employing organisation and Governing Body, is responsible for the formulation, development and implementation of the Health and Safety Policy and expects the co-operation and support of all employees and pupils in order to meet this objective

The College Council recognises and accepts its responsibilities for providing a safe and healthy environment for:

- Employees engaged in Ardingly College work or business activities;
- Pupils whilst they are engaged in activities which are under the supervision of Ardingly College;
- Other persons who have access to the College campus or may be affected by the work and undertakings of Ardingly College such as parents, visitors, tenants, contractors and members of the public.

It is recognised that the majority of Ardingly College pupils are not employees of Ardingly College and as such many of the obligations contained within the Health and Safety at Work Act 1974 do not apply. Nonetheless, in matters of Health and Safety it is the policy of Ardingly College to give the same consideration to its pupils, as if they were employees, whilst they are engaged in activities which are under the supervision of Ardingly College.

Ardingly College has established forums for staff and pupils to consult on and discuss Health and Safety matters. In addition, staff and pupils are requested to raise Health and Safety related issues either directly with their line manager or Housemaster/mistress.

As a teaching institution, all members of the College community are expected to promote a positive attitude towards Health and Safety and include risk management as an essential and integral part of the education and development process.

The Health and Safety Policy will be distributed to all staff and reviewed regularly. It can also be viewed on the College Intranet with appropriate sections displayed around the College campus.

*Jim Sloane*

Date: 02/12/11

**J Sloane**  
**Chairman of the**  
**College Council**

Date: 12/12/11

**P R A Green**  
**Headmaster of**  
**Ardingly College**

## Part 2 – Organisation, Roles and Responsibilities

This section lists the health and safety duties and responsibilities of the College Council, staff, pupils and contractors and details the communication channels and consultation arrangements for health and safety matters.

### 2.1 College Council

The College Council, as the employing organisation and Governing Body, has overall responsibility for Health and Safety throughout the College community and in particular shall:

- Nominate a Governor with specific responsibility for overseeing Health and Safety management within the College. The nominated Governor is a member of the Health and Safety Steering Group
- Ensure that sufficient resources are allocated to ensure the management of Health and Safety is adequate, including the implementation of the Health and Safety Policy
- Ensure arrangements and procedures are in place and implemented for all applicable Health and Safety legislation
- Ensure that the Headmaster and Bursar are competent to undertake delegated duties to ensure the management of Health and Safety is adequate, including the implementation of the Health and Safety Policy
- Include Health and Safety as an agenda item at every Council meeting and receive a report from the HSE and Compliance Manager of Health and Safety matters including a summary of the reportable occurrences, significant incidents and near misses which have occurred in the period
- Annually review and agree any amendments to the College Health and Safety policy.

### 2.2 Headmaster of Ardingly College

The Headmaster, on behalf of the College Council is responsible for the management of Health and Safety throughout the College community. In particular the Headmaster shall:

- Identify Senior Managers and competent persons who can undertake delegated duties to ensure the management of Health and Safety is adequate, including the implementation of the Health and Safety Policy
- Allocate sufficient resources to ensure the management of Health and Safety is adequate, including the implementation of the Health and Safety Policy and Health and Safety training needs
- Chair and ensure the Health and Safety Steering Group convenes once per academic year
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

### 2.3 Deputy Headmaster of Senior School, Headmaster of Prep School, Deputy Headmaster of Prep School, Head of Pre Prep, Director of Studies & Director of Co-Curricular Activities.

These posts are senior academic positions and in particular they shall:

- Ensure all academic staff under their responsibility are familiar with applicable safety rules, fire evacuation procedures, safe systems of work, risk assessments, other policies etc and also their duties and responsibilities as detailed in the Health and Safety Policy, and ensure

relevant training processes are in place and if necessary exercise the appropriate disciplinary procedures if staff fall short of these requirements

- Identify competent persons who can undertake delegated duties to ensure the management of Health and Safety is adequate, including the implementation of the Health and Safety Policy
- Ensure academic Heads of Departments carry out suitable and sufficient risk assessments within their sphere of work and where hazards are identified, ensure that appropriate control measures are implemented
- Ensure off campus trips are organised and arranged in accordance with the Trip Policy including the undertaking of suitable and sufficient risk assessments. Attend and participate in either the Health and Safety Steering Group or Health and Safety Committee meeting
- Review and feedback on Health and Safety related policies and procedures put to them for consideration
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

The Deputy Headmaster of Senior School will act as Chair of the Health and Safety Committee and will ensure that it convenes once per academic term.

## **2.4 HoMMs and AHoMMs**

HoMMs and AHoMMs have responsibility for those in their care throughout all periods of the day and night. In particular they shall:

- Ensure that all pupils in their care are aware of action to be taken in the event of a fire alarm and undertake Boarding House fire evacuation are carried out at least once a term, with the first evacuation of the academic year being during a sleeping period
- Ensure fire evacuations are recorded and records forwarded to the HSE & Compliance Manager
- Undertake the role of Fire Marshal for their Boarding House and ensure fire controls are monitored and implemented in accordance with the fire procedure
- Ensure entrances to the Boarding House are secure at all times
- Report all Boarding House hazards, defects and unsafe conditions to the Maintenance Department using the PINKS defect reporting system. Hazards representing imminent danger are to be made safe if possible or reported to the Maintenance Manager immediately
- Ensure all pupil activities and events arranged by the House are undertaken and organised to ensure the Health and Safety of all persons involved
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

## **2.5 Educational Visits Co-ordinator (EVC)**

The Senior School and Prep School EVC's are responsible for ensuring educational visits including adventure activities led by school staff are planned and managed in accordance with the trips policy. In particular they shall:

- In conjunction with the Senior Management team, ensure the Trip Policy and guidance is followed
- Ensure new academic staff are familiar with and understand the requirements of the Trip policy
- Ensure that competent people lead or supervise a visit by assessing their competence against pre determined standards
- Ensure the aims of the visit are in line with those set down in the trip policy and are achievable
- Ensure Criminal Bureau Record disclosures are in place for staff and volunteers accompanying pupils on residential trips or visits and for staff of other organisations working directly with the Colleges pupils
- Confirm adequate risk assessments have been carried out
- Have an overview of the trips taking place
- Ensure the College's management of behaviour and other relevant policies are transferred off-site successfully and are consistently applied
- Ensure the liaison with parents, particularly with regards to obtaining consent, is effective
- Ensure the College has robust emergency procedures in place
- Use and apply suitable record keeping practices for both pupils and staff
- Establish a review process to report on current practices, lessons learnt and targets for improvement
- Bring to the attention of their line manager any training opportunities to maintain and develop competency in this role
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

## **2.6 Pupils**

All pupils, including the pupils of Lessees on day and residential courses shall:

- Take reasonable care for their own Health and Safety and that of others who may be affected by their acts and omissions whilst on Ardingly College premises or whilst engaged in College activities off site
- Obey all College, Boarding House and classroom safety rules and instructions
- Familiarise themselves with emergency procedures such as fire evacuation and first aid
- Not use any tools or equipment without the permission and knowledge of a member of staff
- Ensure that appropriate Personal Protective Equipment and clothing is used where provided and specified as necessary by a teacher or other member of staff
- Report all accidents, incidents and hazards immediately to a member of staff
- Not deface, damage, interfere with or remove any signs or safety equipment provided for health, safety or welfare purposes, such as fire extinguishers, fire doors, lighting etc.

## **2.7 Bursar**

The Bursar, in conjunction with the Senior School Deputy Headmaster, is operationally responsible for the implementation and management of Health and Safety throughout the College community. In particular the Bursar shall:

- Identify Managers and competent persons who can undertake delegated duties to ensure the management of Health and Safety is adequate, including the implementation of the Health and Safety Policy
- Allocate sufficient resources to ensure the management of Health and Safety is adequate, including the implementation of the Health and Safety Policy
- Present at each Council meeting a report from the HSE and Compliance Manager detailing Health and Safety matters, including a summary of the reportable occurrences, significant incidents and near misses which have occurred in the period
- Ensure Health and Safety training needs are identified and resourced
- Ensure that adequate risk assessments are undertaken and implemented for support department functions
- Attend and participate in the Health and Safety Steering Group
- Attend and participate in the Health and Safety Committee Meeting
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

## **2.8 Estates Bursar**

The Estates Bursar is responsible for the safe development and upkeep of the College buildings and grounds. In particular they shall:

- Ensure a robust system is implemented to receive reports of, and close out, defects and hazards to the fabric of the premises or fixed installations
- Oversee, in consultation with the appropriate Head of Department or Senior Manager, the installation of new equipment and services to ensure compliance with statutory provisions
- Monitor the condition of buildings, plant and other installations and make recommendations to the Bursar regarding their safe and efficient operation
- Only engage contractors to undertake work that have completed and been assessed against the Contractor Approval Form
- In conjunction with the HSE & Compliance Manager ensure the College discharges its duties and responsibilities as 'Client' and 'Contractor' under the Construction Design Management Regulations 2007 (CDM Regulations) and other relevant statutory provisions relevant to the undertakings of the College
- Organise and monitor the closure of actions identified from fire risk assessments
- Ensure all landlords duties and responsibilities are correctly discharged by the College
- Ensure all statutory tests and inspections are carried out in respect of plant, equipment and buildings
- Ensure that fire fighting equipment, fire alarms and other fire control devices and measures are tested and inspected in accordance with statutory provisions and guidance
- Ensure all legionella controls are implemented, tested and inspected in accordance with statutory provisions and guidance

- Ensure electrical controls are implemented, tested and inspected in accordance with statutory provisions and guidance
- Attend and participate in the Health and Safety Steering Group and the Health and Safety Committee meetings
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

## **2.9 Domestic Bursar**

The Domestic Bursar holds principle responsibility for ensuring the safe storage, preparation, handling, serving and transportation of food products and the safe operation of catering and other Domestic Services functions. In particular they shall:

- Ensure the catering department operates in accordance with the Food Safety (General Food Hygiene) Regulations 1995 and The Food Hygiene (England) Regulations 2005
- Ensure, in conjunction with the organising person, internal and external catering functions are arranged and undertaken to ensure the safety of all persons attending or working at the function
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

## **2.10 Business Development Manager**

The Business Development Manager is responsible for letting the College facilities to external clients and organisations. In particular they shall:

- Ensure all external clients and organisations arrange their events and undertake their activities in accordance with their lettings contract
- Ensure all appropriate fire procedures are implemented by clients and organisations
- Ensure clients and organisations are aware of the accident and incident reporting procedure
- Ensure clients and organisations are aware of the defect reporting procedure
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

## **2.11 Health, Safety, Environment and Compliance Manager – HSE & Compliance Manager**

The Health, Safety, Environment and Compliance Manager is responsible for co-ordinating Health and Safety activities and for providing the primary source of Health and Safety advice, guidance and assistance. In particular they shall:

- Provide advice, guidance and assistance to the Headmaster, The College Council and other members of staff to enable the College to fulfil its requirements under the relevant statutory provisions
- Keep abreast of existing and proposed legislation affecting Health and Safety, advising the College Council and others of the effects of amendments and proposals and identify means of implementation where required

- Review the Health and Safety Policy and recommend any changes to meet current statutory provisions or industry good practice
- Produce and review other Health and Safety related procedures and documentation, including fire evacuation plans and the asbestos management plan
- In conjunction with the Estates Bursar ensure the College discharges its duties and responsibilities as 'Client' and 'Contractor' under the Construction Design Management Regulations 2007 (CDM Regulations) and other relevant statutory provisions relevant to the undertakings of the College
- Support Heads of Departments in achieving their risk assessment programmes
- Undertake and review fire risk assessments
- Produce a fire report for the Health and Safety Steering Group detailing the status of fire risk assessments and the progress of their findings
- Undertake and review other risk assessment as required
- Collate accident and incident records and notify reportable injuries and incidents to the Health and Safety Executive
- Liaise as necessary with the enforcing authorities
- Undertake Health and Safety inductions for new staff as required
- Provide Health and Safety training as required
- Identify Health and Safety training needs in conjunction with Heads of Departments
- Undertake periodic inspections of asbestos containing materials and presumed asbestos containing materials
- Undertake periodic health and safety inspections of the College campus and buildings
- Monitor work activities and areas and ensure safety rules, safe systems of work and other health and safety requirements are adhered to
- Undertake accident investigations in accordance with the accident and incident procedure
- Prepare Health and Safety progress reports as required
- Source additional specialist Health and Safety assistance when necessary
- Oversee, in consultation with the Estates Bursar, the installation of new equipment and services and ensure compliance with statutory provisions
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

## **2.12 Head of Maintenance**

The Head of Maintenance is responsible for the safe upkeep and maintenance of the buildings, installations and equipment. In particular they shall:

- Receive reports of defects and hazards to the fabric of the premises or fixed installations, determine appropriate action and make arrangements for hazards and defects to be eliminated or managed
- Ensure all maintenance activities are undertaken in a responsible and safe manner in accordance with safe systems of work and risk assessments
- Ensure contractors under their control follow the sign in and out procedure and undertake their activities to agreed work methods

- Establish methods to ensure all landlords duties and responsibilities are correctly discharged by the College and records are kept up to date
- Establish methods to ensure all statutory tests, inspections and calibrations are carried out in respect of plant, equipment and buildings and all certificates and records are kept up to date
- Establish methods to ensure that fire fighting equipment, fire alarms and other fire control devices and measures are tested and inspected in accordance with statutory provisions and guidance and records are kept up to date
- Establish methods to ensure all legionella controls are implemented, tested and inspected in accordance with statutory provisions and guidance and records are kept up to date
- Establish methods to ensure electrical controls are implemented, tested and inspected in accordance with statutory provisions and guidance and records are kept up to date
- In conjunction with the Estates Bursar and the HSE & Compliance Manager, ensure the College discharges its duties and responsibilities as 'Client' and 'Contractor' under the Construction Design Management Regulations 2007 (CDM Regulations) and other relevant statutory provisions relevant to the construction and maintenance functions of the maintenance department
- Monitor the condition of buildings, plant and other installations and make recommendations to the Estates Bursar regarding their safe and efficient operation
- Recommend to the Estates Bursar all appropriate equipment and plant to safely carry out the activities under their control
- Ensure permits to work are completed and records kept up to date
- Provide training in fire panel operation to those staff who require it and keep records up to date
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

### **2.13 Head of Grounds**

The Head of Grounds is responsible for the safe upkeep and maintenance of the College grounds and outside sports areas. In particular they shall:

- Receive reports of defects and hazards associated with the Grounds Departments areas of responsibility, determine appropriate action and make arrangements for the hazards and defects to be eliminated or managed
- Ensure, so far as practicable, sufficient stocks of de-icing agents are held and applied to keep the College roads and pedestrian routes free from ice and snow during the winter season
- Ensure parking arrangements are in place and appropriately marshalled for extraordinary events
- Monitor the condition of equipment, trees and other grounds areas and make recommendations to the Estates Bursar regarding their safe and efficient operation
- Recommend to the Estates Bursar all appropriate equipment and plant to safely carry out the activities under their control
- Undertake security patrols in accordance with the security policy
- Abide by the duties and responsibilities detailed under the All Employees section

- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

#### **2.14 Head of Catering and Catering Hospitality Manager**

The Head of Catering and Catering Hospitality Manager are operationally responsible for ensuring the safe storage, preparation, handling, serving and transportation of food products and the safe operation of catering events and functions. In particular they shall:

- Establish and monitor systems to ensure the catering department operates in accordance with the Food Safety (General Food Hygiene) Regulations 1995 and The Food Hygiene (England) Regulations 2005
- Establish and monitor systems, in conjunction with the organising person, to ensure internal and external catering functions are arranged and undertaken to ensure the safety of all persons attending or working at the function
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

#### **2.15 Transport Manager**

The Transport Manager is principally responsible for the management of the College's vehicles. In particular they shall:

- Undertake monthly inspections, vehicle training and the management of records as detailed in the Transport Policy
- Abide by the duties and responsibilities detailed under the All Employees section.

#### **2.16 Senior nurse in charge of the Medical Centre**

The senior nurse in charge of the Medical Centre is responsible for the management of the Medical Centre. In particular they shall:

- Establish and monitor systems to ensure the Medical Centre is organised in accordance with the National Minimum Standards for Boarding Schools
- Undertake the role of Principal First Aider and comply with the duties and responsibilities as detailed in the First Aid Policy
- Abide by the duties and responsibilities detailed under the All Employees section
- Abide by the duties and responsibilities detailed under the Heads of Departments, Teachers, Line Managers and Supervisors section.

#### **2.17 Radiation Protection Supervisor**

The Ardingly College Radiation Protection Supervisor is responsible for the management of all radioactive sources held by the College. In particular they shall:

- Store, manage and control the radioactive sources at Ardingly College in accordance with CLEAPSS guidance document L93 – Managing Ionising Radiations and Radioactive Substances in Schools
- With the Head of Physics, ensure all teachers and technicians who need to handle or use sources are appropriately trained. This may be internal or external training
- Ensure that the radioactive sources are all accounted for and kept secure
- Ensure that equipment is maintained in good working order

- Ensure regular monitoring is carried out on radioactive sources, their containers and stores
- Ensure all records required are accurate, up-to-date and kept secure
- Know what actions to take in an emergency situation
- Direct any questions or requests for further information or guidance to the Radiation Protection Advisor for Ardingly College
- Review and implement any guidance updates provided by CLEAPSS or the Radiation Protection Advisor
- Bring to the attention of their line manager any training opportunities to maintain and develop competency in this role
- Abide by the duties and responsibilities detailed under the All Employees section.

## **2.18 Contractors**

Contractors or sub-contractors employed to carry out work for the College are required to operate to standards of Health and Safety, not less than those set out in this policy. In particular they shall:

- Prior to works, complete the Contractors Approval Form, supplying all documentation required to the Ardingly College point of contact
- Supply to the Ardingly College point of contact, prior to commencing work, copies of specific risk assessment, method statements and safe systems of work appropriate to the activities being undertaken
- Comply with their relevant responsibilities and regulations under the Construction Design Management Regulations 2007 and all other statutory provisions
- Take all necessary steps to ensure the health, safety and welfare of their own employees and subcontractors, and also other persons not in their employment who may be affected by any works under their control
- Comply with any safety instructions given by a member of Ardingly College
- Comply with any permits to work issued by Ardingly College
- Comply with all signing in and out procedures
- Immediately notify the College of any accidents, incidents or near misses
- Abide by the duties and responsibilities detailed under the All Employees section.

## **2.19 Heads of Departments, Teachers, Line Managers and Supervisors**

All Heads of Departments, Teachers, Line Managers and Supervisors have a duty to ensure the safety of those persons under their responsibility. In particular they shall:

- Ensure all persons (employees, pupils, visitors, parents etc) under their responsibility are familiar with applicable safety rules, fire evacuation procedure, safe system of work, risk assessments etc and also their duties and responsibilities as detailed in the College Health and Safety Policy and department specific Health and Safety Policies, and exercise the appropriate disciplinary procedures if persons fall short of these requirements
- Identify competent persons in their departments who can undertake delegated duties to ensure the management of health and safety is adequate, including the implementation of the College Health and Safety Policy and department specific Health and Safety Policies
- Identify training needs and ensure all employees under their responsibility are trained and competent to undertake their tasks and that training activities are recorded and monitored

- Where required, liaise with the Estates Bursar prior to purchasing significant new equipment and services to allow due consideration of applicable statutory provisions
- Only engage contractors to undertake work that have completed and been assessed against the Contractor Approval Form
- Where applicable, review and pass comment on contractors risk assessments and method statements prior to the start of contractors activities
- Monitor activities and areas and ensure safety rules, safe systems of work and other health and safety requirements are implemented
- Academic Staff - Organise and arrange off campus trips in accordance with the Trip policy
- Academic Staff - Ensure all pupil activities and events are undertaken and organised to ensure the Health and Safety of all persons involved
- Where required, undertake risk assessments of their work areas or activities
- Ensure, so far as practicable, all equipment, devices and areas used by persons under their responsibility are safe, appropriately guarded and free from defects that may cause injury
- Remove from service and quarantine equipment with serious faults that may cause injury
- Ensure, where required, periodic checks are undertaken on equipment or vehicles and records are kept up to date
- Ensure, when allocating tasks or organising activities, all safety controls and equipment are considered and provided prior to the activity commencing
- Keep themselves up to date with safety innovations and works methods applicable to their role
- Abide by the duties and responsibilities detailed under the All Employees section.

## **2.20 All Employees**

All employees have legal obligations placed on them by the Health and Safety at Work Act etc 1974 and other Health and Safety regulations. Employees who fail to fulfil these obligations are committing a criminal offence which could lead to criminal prosecution in the event of serious accidents or incidents. In particular all employees shall:

- Take care of their own Health and Safety and that of other persons who may be affected by their acts or omissions, e.g. colleagues, pupils, visitors, members of the public, delivery staff and contractors
- Understand, support and comply with the Ardingly College Health and Safety Policy
- Fully co-operate with Ardingly College in all matters relating to Health and Safety including attending training courses, and undertaking tasks in accordance with training and briefings received, safe systems of work, risk assessments, safety rules and other policies and procedures
- Politely ask unfamiliar persons the purpose of their visit and if required assist them to their destination or, if there is no reasonable justification for their visit, politely, but firmly, ask them to leave the premises or continue along the Public Right of Way
- Participate in the risk assessment programme
- Not intentionally or recklessly interfere or damage any article provided for the benefit of Health and Safety, such as Personal Protective Equipment, fire extinguishers, etc
- Not operate any equipment or plant unless they are competent to undertake the activity
- Understand the action to take in the event of a fire or emergency situation

- Wear Personal Protective Equipment and clothing and use appropriate safety devices at all times in accordance with training and briefings received, safe systems of work, risk assessments, safety rules and instructions from managers
- Report all accidents, incidents and near misses in accordance with the accident and incident procedure
- Report all hazards, defects and unsafe conditions to their line manager or via the PINKS defect reporting system. Hazards representing imminent danger are to be made safe if possible or reported to their line manager or another senior person immediately
- Bring to the attention of their Line Manager or the HSE and Compliance Manager any safety issues they wish to be raised at the Health and Safety Committee meeting
- Recommend to their line manager any appropriate equipment and devices to safely carry out their activities or duties
- Promote a positive safety culture at all times by behaving in a responsible manner, setting a personal example and advising others of safe work practices.

## **2.21 Consultation and communication**

Health and Safety is an agenda item at every meeting that is held by the College. All issues raised will firstly be brought to the attention of the person responsible for that area or if the matter is unresolved to the Line Manager or the Chair of the meeting. If a satisfactory conclusion is not reached or the issue is deemed serious enough it will be brought to the attention of the Health, Safety, Environment and Compliance Manager.

### **2.21.1 Health and Safety Steering Group**

The Health and Safety Steering Group will meet once per academic year, normally in the Lent Term, and sets the strategic direction of Health and Safety for the whole College community. Membership of the Health and Safety Steering Group will consist of:

- College Headmaster (Chair)
- Senior School Deputy Headmaster
- Prep School Headmaster
- Governor nominated for Health and Safety responsibility
- Bursar
- Estates Bursar
- Health, Safety, Environment and Compliance Manager

The Health and Safety Steering Group terms of reference are:

- To review and agree the Health and Safety policy and make recommendations to the College Council on its adoption
- To identify strategic priorities, improvements and initiatives and the necessary resources for managing risks and improving health and safety performance
- To consider and adopt as appropriate, reports and recommendations from the Health and Safety Committee, other employee forums, the Health, Safety, Environment and Compliance Manager and other competent persons
- To receive reports on the implementation of the College's Health and Safety policy and progress to meet statutory requirements

- To receive a Fire Report on the status of Fire Risk Assessments and the progress of their findings
- To review accidents and/or incidents and work related ill health records to identify any emerging trends or patterns
- To review inspection reports following enforcement authority visits.

### **2.21.2 Health and Safety Committee**

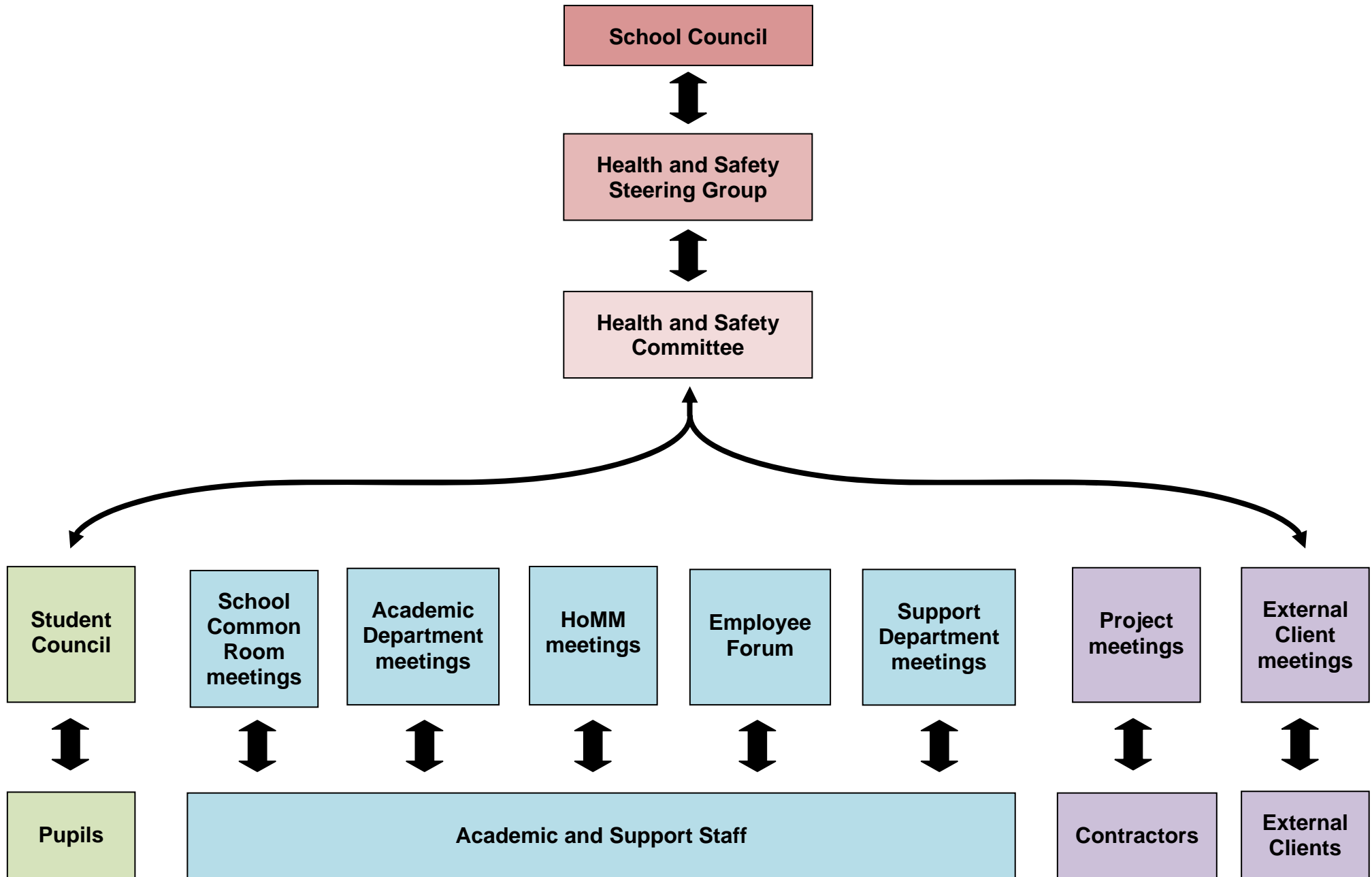
The Health and Safety Committee will meet once per academic term and is principally charged with reviewing the day to day implementation and management of Health and Safety throughout the whole College community. Membership of the Health and Safety Committee will consist of:

- Senior School Deputy Headmaster (Chair)
- Prep School Deputy Headmaster
- Director of Co-Curricular Activities
- Director of Studies
- Head of Pre Prep
- Bursar
- Estates Bursar
- Domestic Bursar
- Business Development Manager
- Health, Safety, Environment and Compliance Manager
- Head Boy
- Head Girl

The Health and Safety Committee terms of reference are:

- To monitor and review the implementation of Health and Safety policies, associated procedures, risk assessments and safe systems of work etc to ensure the College is compliant with all applicable Health and Safety regulations and adopts best practice solutions where possible
- To identify and recommend to the Health and Safety Steering Group priorities, improvements and initiatives to manage risks and improve Health and Safety performance and management, including the necessary resources
- To monitor the College's arrangements for developing Health and Safety competencies for staff, and receive feedback on the identification of training needs and training delivery programmes
- To monitor the communication and publicity of Health and Safety information throughout the whole College community
- To set up and monitor working parties as appropriate on specific issues
- To undertake any other Health & Safety related review or activity requested by the Governing Body or Health and Safety Steering Group
- Receive accident and incident statistics and reports and monitor actions on the findings
- To receive reports and feedback from local Health and Safety forums or other relevant groups or committees and other internal and external stakeholders including the enforcing authorities.

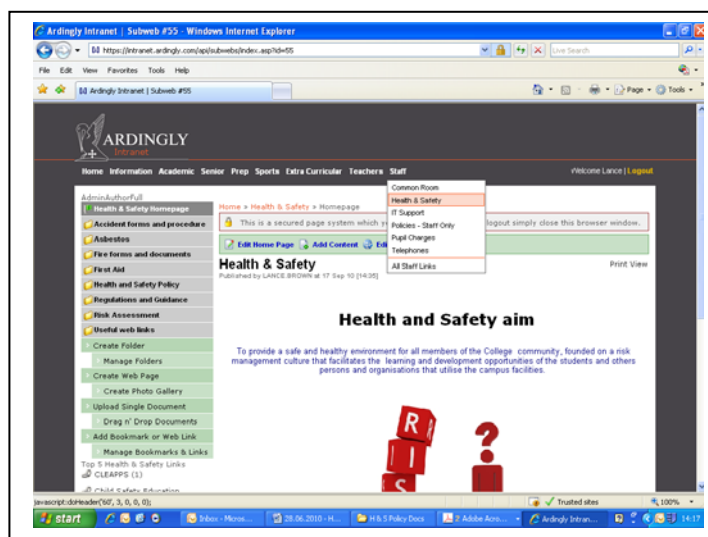
2.21.3 - Health and Safety consultation and communication structure



# Part 3 – Health and Safety Arrangements

All staff are expected to familiarise themselves with the sections below that are applicable to their role. The sections can be found on the Staff Intranet. If sections are under review they may not be available, in this instance please contact the Health, Safety, Environmental and Compliance Manager for further advice.

- 1 Accidents and incidents
- 2 Fire and emergencies
- 3 First aid arrangements
- 4 Electricity and electrical appliances
- 5 Asbestos Management
- 6 Risk Assessment
- 7 New or expectant mothers
- 8 Educational visits
- 9 Stress at work
- 10 Manual Handling
- 11 Display Screen Equipment and office safety
- 12 Lone working
- 13 Driving at work and transport safety
- 14 Security
- 15 Working near water
- 16 Personal Protective Equipment
- 17 Training and induction
- 18 Monitoring, audit and review
- 19 Plant and equipment
- 20 Control of Contractors and Construction Design & Management regulations
- 21 Statutory inspections
- 22 Control Of Substances Hazardous to Health (COSHH)
- 23 Confined space
- 24 Working at height – Ladders, MEWP, mobile towers
- 25 Permits to work
- 26 Excavations
- 27 Abrasive wheels
- 28 Woodworking machines
- 29 Welding
- 30 Noise
- 31 Hand Arm Vibration Syndrome
- 32 Lead at work
- 33 Environmental Management





# Health and Safety Policy

I have received, read, understood and agree to abide by the Ardingly College Health and Safety Policy issued in accordance with Section 2(3) of the Health and Safety at Work, etc. Act 1974.

**Name:** \_\_\_\_\_  
**(Please Print)**

**Signature:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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