

Health & Safety Policy

This policy applies to:

Ardingly College Family of Schools' Staff

(Ardingly College, Great Walstead School, Ardingly Projects Limited and Ardingly Activity Centre)

Person responsible for the policy:

Health, Safety, Environment and Compliance Advisor

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FOREWORD

Within this document the term 'Ardingly College' or 'College' includes Ardingly College, Ardingly Projects Limited and Great Walstead School.

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:

Part 1:	Statement of Intent	Sets out Ardingly College's commitment to maintaining the health, safety and welfare of all persons affected by its activities and undertakings.
Part 2:	Organisation, roles and responsibilities	Details the duties and responsibilities of the College Council, staff, students, and contractors and the consultation and communication structure for health and safety.
Part 3:	Health and Safety Arrangements	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 Policies section on the Health and Safety section of Microsoft Teams.

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 systems 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 considers the requirements of the Department of Education (DfE) Guidance document - Health and safety: responsibilities and duties for schools.

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

A copy of this publication along with associated documents and further information may be viewed and printed from the Health and Safety section of Teams.

Katrina Levett - HSE & Compliance Advisor

HEALTH AND SAFETY POLICY

PART 1 STATEMENT OF INTENT

The College Council and Head of 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 safe equipment and safe systems of work. 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 students 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.
- Students 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 students 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 students, 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 students to consult on and discuss health and safety matters. In addition, staff and students 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 annually. It can also be viewed electronically with appropriate sections also displayed around the College campus. Parents may request a copy of the full Health and Safety Policy from the Health, Safety, Environment and Compliance Advisor.

PART 2 ORGANISATION, ROLES, AND RESPONSIBILITIES

This section lists the health and safety duties and responsibilities of the College Council, staff, students, 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, have overall responsibility for health and safety throughout Ardingly College community and shall:

- Nominate a Governor with specific responsibility for overseeing health and safety management within the College. The nominated Governor is a member of the Risk and Safeguarding Committee.
- Allocate sufficient resources 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 compliance with all applicable health and safety legislation.
- Ensure that the Head of College and Director of Estates and Facilities 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 & Compliance Advisor 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.
- Under the Terrorism (Protection of Premises) Act 2025 Governing Bodies have been identified as the *Responsible Person* and therefore have the following duties statutory duties under the Act, which the Chief Operating Officer will undertake on behalf of the Governors:
 - Notifying the Security Industry Authority (SIA) when they become responsible for the premises, and likewise when they cease to be responsible.
 - Ensuring that, so far as is reasonably practicable, appropriate protective procedures are in place. These include arrangements for evacuation, invacuation, lockdown, and communication.

2.2 HEAD OF COLLEGE

The College Council delegate to the Head of College responsibility for the management of health and safety throughout the College community. The Head of College 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.
- 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 SENIOR DEPUTY HEAD, DEPUTY HEAD (PASTORAL AND CO-CURRICULAR), DEPUTY HEAD (ACADEMIC), HEAD OF PREP SCHOOL, HEADMASTER (GW)

These posts are senior academic positions, and 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 safety related policies and their duties and responsibilities as detailed in the Health and Safety Policy.

- 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 Trips Policy including the undertaking of suitable and sufficient risk assessments.
- Attend and participate in the Health and Safety Committee meeting as required.
- 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 Senior Deputy Head will be the Chair of the Health and Safety Committee at Ardingly College and the Headmaster at Great Walstead will ensure that meetings are convened once per academic term.

2.4 CHIEF OPERATING OFFICER

The Chief Operating Officer, in conjunction with the Senior Deputy Head, is operationally responsible for the implementation and management of health and safety throughout the College community. The Chief Operating Officer shall:

- Identify managers and competent persons who can undertake delegated duties to ensure the management of health and safety is suitable and sufficient, including the implementation of the Health and Safety Policy.
- Allocate sufficient resources to ensure the management of health and safety is suitable, including the implementation of the Health and Safety Policy.
- Ensure health and safety training needs are identified and properly resourced.
- Ensure that adequate risk assessments are undertaken and implemented for support department functions.
- Manage contractors and fulfil applicable duties in accordance with the Contractor Management and Selection Policy.
- Attend and participate in the Risk and Safeguarding Committee.
- 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.

- The Chief Operating Officer, on behalf of the Governors, under the Terrorism (Protection of Premises) Act 2025, will undertake the following operational responsibilities:
 - To notify the Security Industry Authority (SIA) when they become responsible for the premises (also when they cease to become responsible).
 - To ensure that, as far as is reasonably practicable, appropriate protection procedures are in place, these include Evacuation, Invacuation, Lockdown and Communication.

2.5 DIRECTOR OF ESTATES AND FACILITIES

The Director of Estates and Facilities, in conjunction with the Senior Deputy Head, is operationally responsible for the implementation and management of health and safety throughout the College community. The Director of Estates and Facilities shall:

- Oversee the collation of a report at each Council meeting by the HSE & Compliance Advisor detailing health and safety matters, including a summary of the reportable occurrences, significant incidents / accidents and near misses which have occurred in the period.
- Ensure health and safety training needs are identified and resourced for the Estates Departments.
- Ensure that adequate risk assessments are undertaken and implemented for Estates Department functions.
- Attend and participate in the Health and Safety Committee Meetings.
- Manage contractors and fulfil applicable duties in accordance with the Contractor Management and Selection Policy.
- Ensure the operational capital programme is designed and delivered in accordance with statutory requirements and that works undertaken are of suitable quality.
- Ensure the College discharges its duties and responsibilities as 'Client', 'Contractor' and 'Designer' under the Construction Design Management Regulations 2015 (CDM Regulations) and other relevant statutory provisions relevant to the undertakings of the College.
- 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.
- Monitor the closure of actions identified from fire risk assessments, risk assessments, legionella risk assessments and inspections.

2.6 DESIGNATED SAFEGUARDING LEAD

The designated safeguarding lead is responsible for leading, coordinating and monitoring safeguarding and they shall:

- Support and advise staff on safeguarding responsibilities.
- Refer concerns and liaise with West Sussex Safeguarding Children Board and Children's Access Point.
- Maintain detailed and accurate written records of child protection concerns.
- Produce and monitor the compliance of the Safeguarding policy.
- Ensure staff have access to and understand the school Safeguarding policy.

- Ensure that all staff, including part-time and temporary, and volunteers are suitably inducted and receive regular refreshment training in safeguarding procedures.
- 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.

2.6.1 DESIGNATED ALLERGY LEAD

- Ensuring the safety, inclusion and wellbeing of pupils and staff with an allergy;
- Taking decisions on allergy management across the school;
- Championing and practising allergy awareness across the school;
- Being the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management;
- Ensuring allergy information is recorded, up-to-date and communicated to all staff, which may be delegated to another member of staff, for example the school nurse.
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment);
- Ensuring staff, pupils and parents have a good awareness of the school's Allergy and Anaphylaxis Policy, and other related procedures. Confirmation from staff that they have read and understood the policy will be actioned through Ardingly People.
- Reviewing the school's stock of spare adrenaline pens (check the school has an appropriate number for the setting, that they hold the correct dose, that spare adrenaline pens are stored appropriately) and ensuring staff know where they are.
- Keeping a record of any allergic reactions or near-misses, reporting these to the appropriate authority (e.g. under RIDDOR) where necessary and ensuring the circumstances are investigated and learnings shared.
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy; and
- Ensuring there is an anaphylaxis simulation/drill once a year.

At regular intervals the Designated Allergy Lead will check procedures and report to the SMT.

2.7 HOUSE MASTERS / MISTRESSES AND ASSISTANT HOUSE MASTERS / MISTRESSES

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

- Ensure that all students in their care are aware of the action to be taken in the event of a fire alarm and undertake a boarding house fire evacuation 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 Advisor.
- Undertake the role of Fire Marshal for their boarding house and ensure fire controls are monitored and implemented in accordance with the Fire and Evacuation Policy.

- Ensure entrances to the boarding house are always secure.
- Report all boarding house hazards, defects and unsafe conditions to the Maintenance Department using Ultimo, the defect reporting system. Hazards representing imminent danger are to be made safe if possible or reported to the Maintenance Manager immediately.
- Ensure all student activities and events arranged by the House are undertaken and organised to ensure the health and safety of all persons involved.
- Hold a current Level 1 Food Safety and Hygiene Certificate and Allergy Awareness Training Certificate
- Ensure the safe use of BBQ's procedure is adhered to (Contained in the Fire & Evacuation 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.

2.8 EDUCATIONAL VISITS CO-ORDINATOR (EVC)

The 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. They shall:

- In conjunction with the Senior Management team, ensure the Trips Policy and guidance is followed.
- Ensure new academic staff are familiar with and understand the requirements of the Trips 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 Trips policy and are achievable.
- Ensure Disclosure and Barring Service checks are in place for staff and volunteers accompanying students on residential trips or visits and for staff of other organisations working directly with the Colleges students.
- Sign off risk assessments and associated paperwork to confirm these are in place and adequate.
- Have an overview of all 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.
- 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.

2.9 DIRECTORS OF SPORT

The Directors of Sport shall:

- Be responsible for the development, review and update of the Sports Department Health and Safety Policy.

- Ensure that the Sports Department Health and Safety Policy is provided to, understood by and complied with by all members of the sports department, external coaches and academic staff that provide sports coaching or supervision.
- Ensure first aid cover is in place for all matches.
- Ensure coaches are adequately trained and competent for the sports they are involved with.
- The Swimming Pool Policy, risk assessments Normal Operating Procedures (NOP) and Emergency Operating Procedures (EOP) are developed and reviewed by the Head of Swimming at Ardingly and the Director of Sport at Great Walstead.
- Ensure that all coaches understand and follow the procedures for accidents, incidents, and emergencies, including assessing and reporting head injuries and concussions.
- Sign off and agree risk assessments and policies pertaining to the sports programme, including off-site tours.
- Monitor and close out actions from the annual sports equipment inspection report.

2.10 CATERING MANAGEMENT TEAM (ARDINGLY COLLEGE SITE)

The Catering Management Team 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. They shall:

- Establish and monitor systems to ensure the catering department operates in accordance with the Food Safety Act 1990, The Food Safety and Hygiene (England) Regulations 2013, The Food Information Regulations 2014, and the Regulation (EC) 852/2004.
- 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.
- Ensure health and safety, food safety and allergen and anaphylaxis training needs are identified, resourced and undertaken for the catering department.
- 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.
- 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 STUDENTS

All students, including the students 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 (Including head injuries and concussions) 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.
- Be included in termly fire drills and a full phase 2 fire drill evacuation in the Trinity Term.
- Are encouraged to attend and contribute to the termly Health and Safety committee meeting.
- Are provided with a house handbook that includes their responsibilities for health and safety in their houses.

2.12 DOMESTIC BURSAR

The Domestic Bursar holds principal 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, specifically cleaning, stewards (Ardingly only) and laundry . They shall:

- Ensure the catering department operates in accordance with the Food Safety Act 1990, The Food Safety and Hygiene (England) Regulations 2013, The Food Information Regulations 2014 and the Regulation (EC) 852/2004.
- 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.
- Manage contractors and fulfil applicable duties in accordance with the Contractor Management and Selection Policy.
- Ensure health and safety training needs are identified and resourced for the departments they hold responsibility for.
- 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 Domestic Bursar is also responsible for letting the College ACFS facilities to external clients and organisations. 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.

The Domestic Bursar is also responsible for the Ardingly Reservoir Activity Centre.

They will:

- Ensure that the Café, and any events where food is served, operates in accordance with the Food Safety Act 1990, the Food Safety and Hygiene (England) Regulations 2013, The Food Information Regulations 2014 and the Regulation (EC) 852/2004
- Ensure all appropriate fire procedures are implemented and any actions from fire risk assessments are undertaken in a timely manner
- Ensure health and safety risk assessments are undertaken and any further action required is implemented
- Ensure that all legislation requirements, relating to activities carried out at the Ardingly Activity Centre, are complied with.
- Abide by the Ardingly College safeguarding policies relating to children.
- 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 HSE & COMPLIANCE ADVISOR

The HSE & Compliance Advisor is responsible for co-ordinating health and safety activities and for providing the primary source of health and safety advice, guidance, and assistance. They shall:

- Provide advice, guidance and assistance to the Head of College, 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 policies, procedures, and documentation, including fire evacuation plans and the asbestos management plan.
- In conjunction with the Director of Estates and Facilities ensure the College discharges its duties and responsibilities as 'Client', 'Contractor' and 'Designer' under the Construction Design Management Regulations 2015 (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 reports for the Risk and Safeguarding Committee.
- Undertake and review other risk assessments 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 campuses 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 Director of Estates and Facilities, the installation of new equipment and services and ensure compliance with statutory provisions.
- Provide advice and support to employees regarding Display Screen Equipment.
- 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.

2.1 ESTATES AND SUSTAINABILITY MANAGER & PREMISES MANAGER (GREAT WALSTEAD)

The Estates and Sustainability Manager is responsible for the safe upkeep and maintenance of the buildings, installations, and equipment. They shall:

- Manage contractors and fulfil applicable duties in accordance with the Contractor Management and Selection Policy.
- 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 firefighting 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 Director of Estates and Facilities and the HSE & Compliance Advisor, ensure the College discharges its duties and responsibilities as 'Client', 'Contractor' and 'Designer' under the Construction Design Management Regulations 2015 (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 Director of Estates and Facilities regarding their safe and efficient operation.
- Recommend to the Director of Estates and Facilities 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.
- 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 MAINTENANCE MANAGER (ARDINGLY) & PREMISES MANAGER (GW)

- Receive reports of defects and hazards to the fabric of the premises or fixed installations, determine appropriate action and plan 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.
- Provide training in fire panel operation to those staff who require it and keep records up to date
- Manage contractors and fulfil applicable duties in accordance with the Contractor Management and Selection Policy.
- 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.
- Monitor the condition of buildings, plant and other installations and make recommendations to the Director of Estates and Facilities regarding their safe and efficient operation.
- Ensure permits to work are completed and records kept up to date.
- Allocate out work on a priority basis to the maintenance team and manage the Ultimo reporting system so that all jobs are closed out within the allocated time frames.
- Sign contractors in and out, ensure secure key handling procedures are adhered to and bring the asbestos register to the attention of any contractors that require it.

2.16 ESTATES & PROJECTS CO-ORDINATOR (ARDINGLY)

The Estates and Projects Co-ordinator is responsible for managing the systems that enable the safe upkeep and maintenance of the buildings, installations, and equipment. They shall:

- Receive reports of defects and hazards to the fabric of the premises or fixed installations, determine appropriate action and plan for hazards and defects to be eliminated or managed.
- Allocate out work on a priority basis to the maintenance team and manage the Ultimo reporting system so that all jobs are closed out within the allocated time frames.
- Sign contractors in and out, ensure secure key handling procedures are adhered to and bring the asbestos register to the attention of any contractors that require it.

- Manage contractors and fulfil applicable duties in accordance with the Contractor Management and Selection Policy.
- Administration of Landlord responsibilities including issuing tenancy agreements.
- 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 HEAD OF GROUNDS

The Head of Grounds is responsible for the safe upkeep and maintenance of the College grounds and outside sports areas at the Ardingly and Great Walstead campuses. They shall:

- Manage contractors and fulfil applicable duties in accordance with the Contractor Management and Selection Policy.
- Receive reports of defects and hazards associated with the Grounds Department areas of responsibility, determine appropriate action, and plan for the hazards and defects to be eliminated or managed.
- Undertake and review grounds related risk assessments in liaison with the HSE & Compliance Advisor
- 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 Director of Estates and Facilities regarding their safe and efficient operation.
- Recommend to the Director of Estates and Facilities 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.

2.18 TRANSPORT MANAGER (ARDINGLY) AND PREMISES MANAGER (GREAT WALSTEAD)

The Transport Manager and Premises Manager are principally responsible for the management of Ardingly College and Great Walstead vehicles. They shall:

- Organise all vehicle statutory inspections, internal inspections, all vehicle repairs and manage the associated records as detailed in the Transport Policy.
- Ensure MIDAS or Rospa minibus training is organised for staff as required.
- Maintain the College's Section 19 permit to provide transport on a not-for-profit basis.
- Abide by the duties and responsibilities detailed under the All-Employees section.

2.19 LEAD NURSE IN CHARGE OF THE HEALTH CENTRES

The lead nurse in charge of the Health Centres is responsible for the management of the Health Centres. They shall:

- Establish and monitor systems to ensure the Health Centres are 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.
- Ensure accidents and incidents are recorded in accordance with the Accident and Incident Reporting 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.

2.20 RADIATION PROTECTION SUPERVISOR (ARDINGLY COLLEGE CAMPUS)

The Ardingly College Radiation Protection Supervisor is responsible for the management of all radioactive sources held by the College. 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.
- 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.

2.21 CONTRACTORS

Contractors engaged to carry out work for the College are required to abide by the Contractor Management and Selection Policy. They shall:

- Where required, complete the Contractors Approval Form, supplying all documentation to the College Contact.

- Supply to the College 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 2015 and all other statutory provisions.
- Take all necessary steps to ensure the health, safety and welfare of their own employees and subcontractors, and 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.

2.22 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. They shall:

- Ensure all persons (employees, students, visitors, parents etc) under their responsibility are familiar with applicable safety rules, fire evacuation procedure, safe systems of work, risk assessments and their duties and responsibilities as detailed in the College Health and Safety Policy and department specific health and safety policies. They must 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 Director of Estates & Facilities prior to purchasing significant new equipment and services to allow due consideration of applicable statutory provisions.
- 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 student 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.

2.23 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. 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, students, visitors, members of the public, delivery staff, contractors etc.
- 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 program.
- 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 other emergency.
- Wear personal protective equipment and clothing and always use appropriate safety devices 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 Reporting Policy.
- Report all hazards, defects, and unsafe conditions to their line manager or via the 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 & Compliance Advisor 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.
- Always promote a positive safety culture by behaving in a responsible manner, setting a personal example, and advising others of safe work practices.

2.24 CONSULTATION AND COMMUNICATION

Health and safety is an agenda item at every operational meeting 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 of the person responsible for that area. If a satisfactory conclusion is not reached or the issue is deemed serious enough it will be brought to the attention of the HSE & Compliance Advisor.

2.24.1 RISK AND SAFEGUARDING COMMITTEE

Each termly Risk and Safeguarding Committee will receive a report from the HSE & Compliance Advisor as per:

Michaelmas Term

- The status of policies and plans
- Enforcement authority visits
- Civil actions update
- H&S safety consultation
- Statutory testing: Gas safety, fire alarm & fire extinguishers, fixed wiring inspections PAT testing and monthly building checks
- Significant accidents and incidents (including concussion data) since the last meeting.

Lent Term

To set, monitor and review strategic priorities, improvements, and initiatives.

To receive a report on:

- The status of fire risk assessments and the progress of their findings
- The status of activity risk assessments
- Asbestos status update
- Review of external audits
- Health and safety training
- Significant accidents and incidents (including concussion data) since the last meeting.
- Civil actions update

Trinity Term

To receive a report on:

- First aid arrangements
- Transport safety
- Current / future H&S Focus
- New legislation or new practices
- Significant accidents and incidents (including concussion data) since the last meeting.
- Civil actions update

2.24.2 HEALTH AND SAFETY COMMITTEE (ARDINGLY)

The Health and Safety Committee will meet once per academic term and is principally charged with monitoring and 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 Deputy Head (Chair)
- Deputy Head (Pastoral and Co-curricular)
- Deputy Head (Academic) Prep
- Director of Sport
- Chief Operating Officer
- Director of Estates & Facilities
- Domestic Bursar
- Senior HR Manager
- HSE & Compliance Advisor
- Lead Nurse
- 2 x Senior School Prefects

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 Risk and Safeguarding Committee 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 College Council or the Risk and Safeguarding Committee.
- 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.

2.24.3 HEALTH AND SAFETY COMMITTEE (GREAT WALSTEAD)

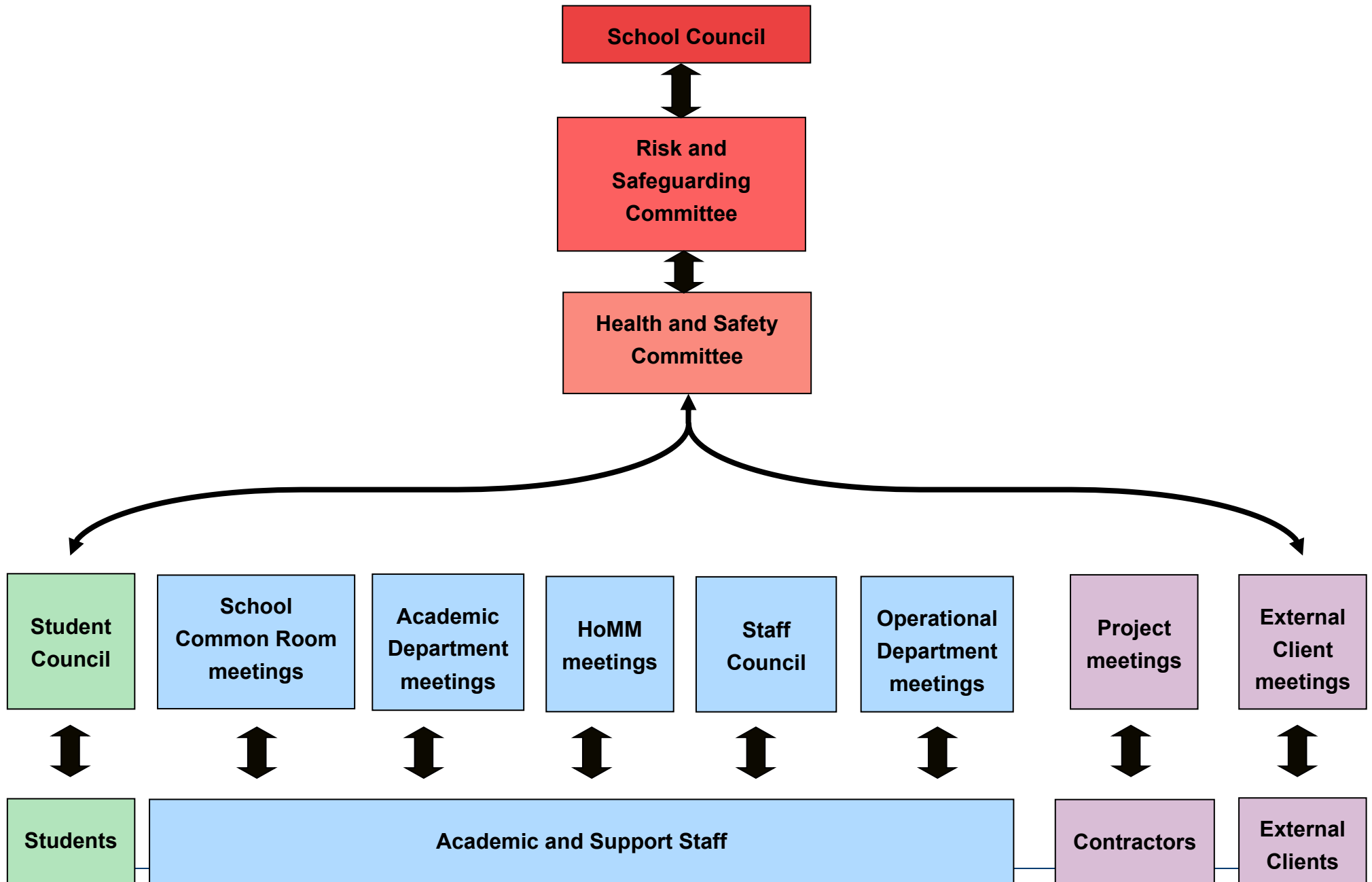
The Health and Safety Committee will meet once per academic term and is principally charged with monitoring and reviewing the day-to-day implementation and management of health and safety throughout the whole school community. Membership of the Health and Safety Committee will consist of:

- Headmaster (Chair)
- Deputy Head (Pastoral)
- Director of Sport
- Premises Manager
- Chief Operating Officer
- Director of Estates & Facilities
- Head of Pre-Prep
- HSE & Compliance Advisor
- Lead Nurse
- Headmasters PA and Admissions Manager
- Head boy and 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 school is compliant with all applicable health and safety regulations and adopts best practice solutions where possible.
- To identify and recommend to the Risk and Safeguarding Committee priorities, improvements, and initiatives to manage risks and improve health and safety performance and management, including the necessary resources.
- To monitor the school'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 school 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 ACFS Council or the Risk and Safeguarding Committee.
- 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.

2.24.3 HEALTH AND SAFETY CONSULTATION AND COMMUNICATION STRUCTURE



PART 3 HEALTH AND SAFETY ARRANGEMENTS

All staff are expected to familiarise themselves with the policies and sections below that are applicable to their role. The documents can be found in the Policies section or the Health and Safety section of Teams.

All staff are expected to acknowledge that they have read, understood and will comply with the Health and Safety Policy annually through the Ardingly People system.

Related Policies
Accidents and Incident Reporting Policy
Fire and Evacuation Policy
First Aid Policy
Access to Premises and Security Policy
Major Incidents Policy
Business Continuity Plan
Transport Policy
Asbestos Management Plan
Contractor Management and Selection Policy
Display Screen Equipment & Eyewear procedure
Risk Assessment Policy
Trips Policy