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# Health & Safety Policy

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## Revision and Terminology

Please refer to the Policies Review Schedule, or in line with any changes in regulations.

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# Health and Safety Statement

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## **Introduction**

Teikyo Foundation places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its students, employees, visitors and the general public.

To this end, Teikyo Foundation will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

## **Statement of Intent**

Teikyo Foundation understands that accident prevention is an essential part of good management and professional practice, and that full co-operation between management, teaching and other staff, and students is essential in the promotion of health, safety, and welfare within the School and on School-related activities off campus.

Teikyo Foundation will ensure, so far as is reasonably practical, the health, safety, and welfare of its staff and students while they are present or residing in the School, and of others who may be affected by their operations, and will comply with the Health and Safety of Work Act of 1974 and other relevant legislation. Such action is to cover not only the physical environment but also, particularly for our students, the internet and when they are out of School on trips or visits.

## **Objectives**

In order to achieve compliance with the statement of intent, Teikyo Foundation has set the following objectives:

- To set and maintain high standards of health, safety, and welfare at the premises (including boarding houses) where its students and staff operate, and on activities organised by the school which take place elsewhere.
- To identify hazards and risks, and to put in place actions which will remove or reduce such hazards and risks.
- To ensure that these standards are communicated to all students, employees, staff, visitors and contractors.
- To ensure that all employees and students are given the necessary information, training, and instruction to enable them to work and conduct their activities in a safe manner.

- To develop health, safety and welfare awareness among students and employees.
- To monitor the operation of health, safety and welfare throughout the school.

### **Responsibilities**

In order to ensure the prevention of ill-health and accidents and the promotion of health and safety among all students and employees, the following responsibilities will be established by the General Manager who carries the ultimate responsibility for safety in the school:

1. The General Manager will:
  - Establish and monitor the overall Health and Safety Policy.
  - Monitor setting targets and objectives where appropriate.
  - Keep the policy under review and ensure that it is revised.
  - Address any weaknesses or faults in the policy or its implementation.
  - Ensure that sufficient resources are made available for the policy to be Implemented.
  - Ensure meetings of the Health and Safety Committee, chaired by the Bursar, are held on a regular basis.
  
2. The responsibilities of the Health and Safety Committee will include:
  - The monitoring and implementation of the School Health and Safety Policy, setting targets and objectives where appropriate.
  - Keeping the policy under review and ensuring that it is revised to meet new conditions which may arise or in the light of new legislation.
  - Addressing any weakness or faults in the policy or its implementation.
  
3. The Health and Safety Committee will delegate particular responsibilities concerning Health and Safety to the heads of appropriate departments and other representatives, within their areas of responsibility; these heads of department and representatives will be responsible for the implementation of policy and for the reporting and investigation of all accidents and near-misses and the taking of appropriate remedial action.
  
4. All employees will be required to co-operate in the implementation of the School Health and Safety Policy (which will reflect the relevant legislation) and refrain from doing anything which constitutes a danger to themselves or others; to bring to the attention of their relevant manager and/or their Safety Representative any situations or practices which constitute a risk to health or safety; and to report all incidents, accidents, dangerous occurrences, and near misses in accordance with the School policy.

### **First Aid Staff**

The General Manager of Teikyo Foundation has nominated the following members of staff to be designated first-aiders and will ensure that they are appropriately trained and equipped, and that their identity is known to all students and staff:

- All teachers
- All Duty Staff
- Bursar
- Head Chef
- Second Chef
- Grounds Manager
- Housemother

(Refer to the First Aid Policy).

### **Contractors**

All contractors working on site will be required to comply with the relevant legislation governing their work activities. All such contractors will be legally responsible for the health and safety of their own workforce and for ensuring that their work is carried out in a safe manner.

## **Health and Safety Policy**

### **Health & Safety Organisational Responsibilities**

#### **1. The General Manager and Headmaster**

The General Manager has overall responsibility for health and safety and in particular for:

- ensure that adequate resources are made available to implement the health and safety policy;
- ensure health and safety performance is regularly reviewed at Board level;
- monitoring the effectiveness of the health and safety policy;
- regularly reviewing the policy.

#### **2. The Bursar**

The Bursar has responsibility for:

- supporting the Headmaster in the development and implementation of an effective health and safety strategy and compliance with UK legislation;
- assisting in regular reviews of the School health and safety strategy;
- ensure that there is an effective health and safety policy and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of the business;
- determining health and safety objectives and assigning clear responsibilities for meeting them;
- allocating resources to implement the health and safety policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme;

- ensure that health and safety responsibilities are clearly communicated to employees;
- assisting in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the School's health and safety policy and strategy;
- liaising with the Health and Safety Executive (HSE), the School insurers, and other appropriate external bodies.

### **3. Senior Management Team (SMT)**

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The Senior Management Team is responsible for:

- supporting implementation of the School health and safety policy;
- co-operating at all times with the Headmaster and the Teikyo Foundation and staff generally in implementation of and adherence to health and safety policy and procedures;
- co-operating with development and implementation of the long-term safety considerations by highlighting priorities and developing target objectives to improve safety performance;
- ensuring that all members of their department teams are aware of their responsibilities and have received appropriate training;
- carrying out regular documented safety inspections that highlight unsafe conditions and acts;
- ensure there are appropriate documented structures for discussion of health and safety matters with their department teams, eg. staff meetings, etc.;
- ensure that areas of particular concern, which cannot be solved at this level, are communicated effectively to the Health and Safety Officer (the Bursar)
- supporting and participating in the established system of communication in respect of health and safety within the School;
- investigating and where necessary, taking action in respect of any health and safety issue highlighted by employees;
- investigating all accidents that occur in their areas of responsibility.

### **4. Health & Safety Committee**

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The School has established a Health & Safety Committee for the effective management of health and safety matters in Teikyo School and also there is a Site Meeting, with Health and Safety as a standing item, held with the International School for Creative Arts. They meet the statutory requirements for formal communications of health and safety matters, upwards and downwards between the General Manager, matters of regulation, and staff and students throughout the School. The Committees sit once a term or additionally when required. The H+S Committee consists of the Bursar, (as Health and Safety Officer), the School Welfare Officer, the General Manager, the Headmaster, the Deputy Head, and the School Administrators.

Details of the minutes of the Teikyo School H&S Committees' meetings are communicated to the Academic and Boarding Staff through the Deputy Head and to the Support Staff via the Bursar.

## **5. Specific Department Heads and Line Managers**

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Each Department Head is responsible for the effective management of health and safety within his or her own area or function. In particular this includes:

- ensure that safe systems of work are implemented;
- enforcing personal protective equipment requirements;
- ensure employees are adequately trained for the tasks they perform;
- monitoring premises and work equipment, reporting faults where necessary;
- identifying and reporting health and safety related problems with issues;
- identifying training needs;
- investigating and reporting on accidents and incidents;
- participating in risk assessment programmes;
- setting a good example on health and safety matters.

## **6. Employees**

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Employees have responsibilities in respect of health and safety. In particular they will:

- co-operate at all times with management in implementation of and adherence to health and safety policy and procedures;
- take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work;
- not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
- report all health and safety concerns to line management;
- assist with the completion of risk assessment programmes.

## **7. Designated Competent Person**

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### **Health and Safety Officer (the Bursar)**

The Bursar is responsible for co-ordinating the many health and safety activities and for acting as the primary source of health and safety advice within the School. These responsibilities specifically include:

- co-ordinating relevant School risk assessment programmes;
- monitoring accident reporting and relevant investigations;

- ensure reports are submitted by the School Senior First Aider, as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations;
- co-ordinating relevant health and safety inspection programmes;
- identifying relevant health and safety training needs;
- providing or sourcing relevant health and safety training;
- ensure health and safety awareness of new employees;
- monitoring implications of changes in legislation or HSE guidance;
- preparing progress reports as required for health and safety action programmes;
- sourcing additional specialist health and safety assistance when necessary;
- displaying the Health and Safety Law poster, a copy of the School Health and Safety Policy Statement and Employer's Liability Certificate;
- ensure display screen equipment assessments are arranged for new employees or whenever there has been a significant change in workstations.
- keeping and maintaining the Health and Safety Policy Manual and updating it with any new procedures when given;
- ensure that any actions arising from health and safety audits are addressed;
- ensure any hazardous substances and materials are recorded and that they are duly assessed, including the possibility of explosive atmospheres;
- being a member of the School Health and Safety Committee;
- providing Health and Safety induction training to new staff.

## **8. Fire Safety Officer (the Bursar)**

The Bursar has overall responsibility to the Headmaster for the fire safety posture of the School and is a member of the Health & Safety Committee:

- ensure suitable and sufficient fire safety risk assessments are undertaken, and actions arising there from are completed;
- ensure that fire drills and practices are carried out regularly, and when appropriate for new students and staff;
- overseeing the training of staff in fire safety duties to meet the required safety standards;
- ensure that employees and students are provided with sufficient information on:
  - the risks identified by the Fire Risk Assessment;
  - the measures taken to prevent fires; and
  - how these measures will protect them if a fire breaks out;
- informing all personnel at the school:
  - who are the nominated competent persons, and
  - fire safety procedures for the premises;
- considering the presence of any dangerous substances, such as highly flammable substances, LPG, or radioactive substances, and the fire safety risks they present;
- maintaining suitable contact with the emergency services and providing them with any relevant information about dangerous substances;
- ensure appropriate information, instruction and training for employees about the fire precautions in the workplace when they start work and regularly thereafter.

## **9. First Aiders**

All first aiders must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE.

It is the responsibility of all first aiders to maintain a valid certificate of competence and to advise the Bursar, as Health and Safety Officer, when it is due to expire. The first aider will also keep a record of his or her own training and qualifications. The list of first aiders, their qualifications and their locations is maintained by the School Office.

First aiders must provide information regarding injuries and/or accidents to the Bursar/Welfare Officer as appropriate. All information of a personal nature obtained in the course of first aid duties will be treated as confidential.

## **10. The Welfare Officer**

- maintains a register of First Aiders and reminds them when their qualification needs renewing;
- ensure that all first aid boxes are appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary;
- record all treatments, with specific details of the injury or other reason for treatment;
- record all student sickness;
- provide advice on health matters to academic, boarding and support staff.