



## Health and Safety Policy

Policy Type	Statutory
Regulation	ISSR Part 3, 11
Reviewed by	Deputy Director of Estates and Facilities
Approval Committee	Estates, Infrastructure and Sustainability Committee
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# 1 Related Information

## 1.1 Availability of Statutory Policies

All statutory policies are available on the School's website.

## 1.2 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

11. The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.
16. The standard in this paragraph is met if the proprietor ensures that—
- (a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
  - (b) appropriate action is taken to reduce risks that are identified.

## 1.3 Supporting Documents

The following policies should be read in conjunction with this policy:

Educational Visits Policy
Fire Safety Policy
First Aid Policy
First Aid & Accident Reporting Guidance
Health and Safety Arrangements
Risk Assessment Policy
Safeguarding Policy

## 1.4 Terminology

**Governor** means a Director of Haberdashers' Aske's Elstree Schools Limited acting in a governance capacity of one or more of the Haberdashers' Elstree Schools.

**Head** means the Head of Haberdashers' Boys' School and Head of Haberdashers' Girls' School.

**Parents** includes one or both parents, a legal guardian, or education guardian.

**School** means Haberdashers' Boys' School and/or Haberdashers' Girls' School which are operated by Haberdashers' Aske's Elstree Schools Limited, the Schools Trustee of Haberdashers' Aske's Charity.

**Student** or **Students** means any student or students in the School at any age

# 2 General Statement of Policy

The Governors of the Haberdashers' Elstree Schools recognise and accept our collective responsibility as employers for providing, so far as is reasonably practicable, a environment

for all employees, students, parents, visitors. In our role as employer, we attach the highest priority to ensuring that all operations within the School environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place. The Governors are committed to ensuring that the School operates in accordance with current legislation and, where necessary, additional resources will be provided to facilitate this.

The Governors recognise their personal responsibility for Health and Safety. To discharge this responsibility, they ensure regular review of H&S matters at the Estates, Infrastructure and Sustainability Committee and the Governing Board where appropriate. A Governor with specific responsibilities for Health and Safety matters, Mrs Claire Martinsen is a member of this committee and liaises with other committees as required.

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the respective Heads and other members of the Senior Leadership Teams in order to enable the Governors to comply with health and safety duties.

All members of staff are responsible for reporting any risks or defects to the relevant personnel. Day to day responsibility for the operation of health and safety at the Schools is assigned to the Head of each School, but, as Governors, we specify that each School should adopt the following framework for managing health and safety:

- An external health and safety consultant is to review the overall arrangements for health and safety annually to report on actions required with recommended timescales
- A report on health and safety covering statistics on accidents to students, staff and visitors; staff training; fire practices; and all new or revised policies and procedures is to be tabled at each term's Board Meeting.
- The minutes of each School's Health and Safety Committee meeting are to be tabled at the Governing Board, together with any other issues on health and safety that the Chair of Estates, Infrastructure and Sustainability Committee wishes to bring to the Board's attention.
- The external fabric of each School, together with its plant, equipment and systems are to be maintained in good working order by qualified professionals. The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is to be subject to external inspection by the Environmental Health Officer. An independent hygiene and safety audit of food storage, meal preparation and food serving areas, is to be carried out in addition to regular external deep cleaning and pest control services.
- An annual fire risk assessment is to be carried out by a competent person. The School should review the risk assessment and progress on any action plan, reporting to the relevant committee as necessary.
- The School is to arrange for a professional risk assessment for legionella and to conduct appropriate water sampling and testing regimes.
- The School is to establish and maintain a comprehensive policy for the safe storage, control and handling of substances hazardous to health.
- The School is to provide training and induction for new staff in health and safety related issues. This is to include both "standard" induction training and training appropriate to the individual member of staff's functions. First Aid training and minibs driver training are to be provided to members of staff who are involved with trips and visits.
- The School is to make arrangements for the control of the activities of contractors on site to ensure that they do not prejudice health and safety standards in the workplace.
- The School will issue its own detailed instructions to make arrangements for implementation of this Policy specific to their own site, situation, staff, students and circumstances.

- Any significant health and safety issues are to be reported to the Governors through the Chair of Estates, Infrastructure and Sustainability Committee.

A handwritten signature in blue ink, appearing to read 'S. Cartmell', with a horizontal line underneath.

Simon Cartmell  
Chairman of the Board  
June 2025

## 3 Organisation for Health and Safety Management

### 3.1 Executive Responsibility

The Heads of each School have operational responsibility for implementing the Health and Safety Policy and ensuring that health and safety considerations are embedded into daily operations. Their specific duties include:

- A. Ensuring adherence to the School's Health and Safety Policy across their areas
- B. Planning, organising, controlling, monitoring and reviewing health and safety arrangements for staff, students, visitors and contractors and others affected by our work activities. This includes committing to writing local management arrangements for safety and standalone management plans
- C. Ensuring suitable and sufficient risk assessments are conducted and recorded under health and safety legislation
- D. Ensuring that work procedures, including educational activities are carried out safely
- E. Providing training and instruction to staff on health, safety and emergency procedures
- F. Ensuring occupational health provisions, including risk assessments for pregnant staff or those with medical conditions
- G. Ensuring appropriate safety signage is in place and updated
- H. Ensuring the safe disposal of hazardous waste in accordance with legislation
- I. Investigating and recording all accidents, ill health, near misses, hazardous incidents and fires
- J. Appointing and maintaining an adequate number of qualified first aiders and ensuring first aid provisions are reviewed regularly
- K. Ensure fire risk assessments are regularly conducted, all actions are completed and recorded in the fire logbook
- L. Ensuring compliance with Local Authority Licences, as applicable.

The Head may delegate specific operational tasks to members of staff but retains overall accountability.

### 3.2 Delegated Responsibilities

Each line manager is delegated the duty to comply with the policy and ensure in accordance with the law the health and safety of employees, students and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the duties listed above [B, E, F, G, H and J] are delegated to these persons and written local management arrangements and stand-alone management plans can be found with these persons.

The following employees have the delegated health and safety responsibilities within their respective areas:

Area of Responsibility	Responsible Person	Specific Duties (aligned with section 3.1)
Premises, Contractors, Onsite Traffic Management	Mr J Ypey (Head of Estates)	Sections B, C, G, H, L
Fire Safety Officer	Mr D Ewart (Deputy Director of Estates and Facilities)	Section C, K

Educational Visits	Mr A Simm (Director of Co-Curricular)	Section B, C
Asbestos Management	Mr J Ypey (Head of Estates)	Section H
Legionella Management	Mr J Ypey (Head of Estates)	Section H
Minibus/Transport Management	Ms J Lemon (Director of Estates and Facilities)	Section B, C, L
Radiation Protection Supervision	Mr R Kerr (Boys' School) and Dr. K Bridge (Girls' School)	Section I
Occupational Health	Mrs Strazza (HR Director)	Section F
Training on Fire and Risk Assessment	Mr D Ewart (Deputy Director of Estates and Facilities)	Section B, C, E
Training on Health and Safety	Ms J Lemon (Director of Estates and Facilities)	Section B, C, E, L
First Aid Provision	Senior School Nurse	Section J

In cases where line managers are absent for significant periods, clear delegation of duties must be made, and this must be communicated to the Health and Safety Coordinator.

### 3.3 Health and Safety Coordinator

The Director of Estates and Facilities is the School's Health and Safety Coordinator and acts as the principal advisor on health and safety matters across both Schools. They have the delegated authority to act in the absence of either Head on all aspects of health and safety.

The duties of the Health and Safety Coordinator are:

- Chairing the School's Health and Safety Committee
- Ensuring the Health and Safety Policy along with a comprehensive safety compliance file, is readily available to all employees
- Reviewing the 'Organisation for Health and Safety Management' structure annually to ensure it remains effective and compliant with legislation
- Identifying health and safety training needs in collaboration with line managers and coordinating training provision to ensure all staff are competent in their roles
- Monitoring compliance with local health and safety arrangements, ensuring that line managers:
  - Prepare, review, and update local management arrangements and standalone safety management plans.
  - Conduct and review risk assessments regularly.
  - Carry out thorough examinations, tests, and inspections of equipment and facilities.
- Overseeing the formal defect reporting procedure ensuring that health and safety defects or hazards are reported, recorded, and rectified in a timely manner
- Monitoring the recording, reporting, and investigation of accidents, illnesses, and near-misses, ensuring that:
  - Appropriate notifications are made to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 where required.
  - The outcomes of accident investigations are shared with the Health and Safety Committee and reported to the Estates, Infrastructure and Sustainability Committee to inform future risk mitigation.
- Liaising with external enforcement agencies, including the Health and Safety Executive (HSE), Environmental Health Officers (EHO), and the Fire Service, as appropriate

The Health and Safety Coordinator may delegate tasks but retains overall operational responsibility. The Health and Safety Coordinator is expected to work closely with the Heads, Governors, and line managers to ensure that health and safety remains a priority and is effectively embedded within the School's operations. They are also responsible for ensuring continuous improvement in health and safety performance through regular monitoring, audits, and reviews.

### **3.4 Specific Responsibility**

Every Head of Department and employee with a supervisory role is responsible for ensuring, in accordance with the law, the health and safety of employees, students and other persons in their area of responsibility and anyone else who may be affected by their work activities. Responsibilities listed below are assigned to such persons for their areas. They should ensure that:

- They notify the Head and the Director of Estates and Facilities of any planned, new or newly identified significant hazards in their areas and of the control measures needed to avert any risks involved
- They report to the Head and the Director of Estates and Facilities any breach of the safety arrangements; all such reports are to be made as soon after the event as is practicable and in writing
- They notify the Head or the Director of Estates and Facilities as appropriate of the arrangements for substitution of cover for Health and Safety matters made when a Head of Department or other staff with a supervisory role is absent for a period of more than 2 weeks. If this is not possible then the Head or Director of Estates and Facilities as appropriate will, after consultation, delegate the responsibility
- Each new member of the department is given induction training necessary for safe working in that department. Where expertise does not exist on site or where regulations require formal certification staff will be externally trained in the proper use of machinery and processes involving identifiable hazards
- For ensuring that the teachers and any other staff working under them understand the practical aspects of this policy and the various legal requirements that apply within their areas of responsibility
- For ensuring adequate supervision for pupils working in their department during normal teaching activities
- Constantly monitoring all rooms under their supervision as to the correct use of electrical equipment
- Ensuring that all means of escape in case of fire are at all times kept free and unobstructed
- They keep up to date with the health and safety matters which apply in their department.

The School has employed a Health and Safety Consultant to provide professional health and safety advice. Oxford Radiation Protection Consultants provide the Radiation Protection Advisor (RPA).

### **3.5 Individual Responsibility**

All employees, students and all other persons entering the School's premises or who are involved in the School's activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including



contractors) should ensure that the visitors adhere to the requirements of the School's Health and Safety Policy where appropriate.

All Staff must:

- Make sure that all work is carried out in the approved way and in accordance with the School's Health and Safety Policy, risk assessments and associated documents
- Protect themselves by wearing personal protective equipment where it has been provided, and by using any guards or safety devices provided
- Adhere to training and instructions in respect of health and safety
- Inform their immediate line manager, head of department or supervisor of any new hazards to be introduced or newly identified risks found in present procedures
- When appropriate, give visitors (including contractors) a named contact within the School with whom to liaise and ensure they are familiar with the School's fire alarm and evacuation procedures
- Offer any advice or suggestions to their immediate supervisor or to the Director of Estates and Facilities that they think may improve health and safety
- Report all incidents and accidents and defects as soon as practicable
- Familiarise themselves with the location of firefighting equipment, alarm points and escape routes, together with the fire procedures.

If any individual is in doubt about any safety matter, they must consult their line manager or the Health and Safety Coordinator.

## **4 Risk Management**

### **4.1 Risk Assessments**

The School recognises its duty under the Management of Health and Safety at Work Regulations 1999 to ensure that suitable and sufficient risk assessments are conducted to reduce risks to an acceptable level.

All Heads of Department and line managers are responsible for ensuring risk assessments are carried out in their areas of responsibility. These include:

- General Risk Assessments
- Fire Risk Assessments
- COSHH Risk Assessments
- Legionella Risk Assessments
- Educational Visits Risk Assessments

Risk assessments will be reviewed annually or following a significant incident or change in practice.

Risk Assessment guidance is set out in the School's **Risk Assessment Policy**.

### **4.2 Control of Contractors**

The School is committed to ensuring that contractors operate in a safe manner on site. All contractors will be:

- Required to provide Risk Assessments and Method Statements (RAMS)
- Briefed on the School's site-specific health and safety rules

- Monitored by the Head of Estates or Site Supervisor

No contractor will be allowed to work on-site without prior authorisation from the Estates team.

Refer to the **Selecting and Managing of Contractors Policy**.

## 5 Incident Reporting and Investigation

### 5.1 Accidents

All accidents, dangerous occurrences and near misses are to be reported to the School Nurse immediately which will be reviewed by the Designated Safeguarding Lead followed by the Compliance Manager. Serious incidents must be escalated to the Health and Safety Coordinator.

The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) is the responsibility of the Deputy Director of Estates and Facilities. RIDDOR reports are to be made to the Health and Safety Executive (HSE) in accordance with the timescales and types of injury specified by the HSE.

Refer to the **First Aid Policy** and **First Aid & Accident Reporting Guidance**. Forms for Accident Reporting and Near Miss can be located [here](#).

## 6 Fire Safety Management

The School's Fire Safety Policy outlines:

- Fire risk assessments (carried out annually)
- Fire drills (termly)
- Staff training on fire safety procedures
- Maintenance of fire alarms, extinguishers, and escape routes.

The Deputy Director of Estates and Facilities is responsible for ensuring fire safety compliance.

## 7 Health and Safety Committees

### 7.1 Purpose

The purpose of the Committees are to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports; to monitor progress on recommendations from an authoritative source; to monitor the effective implementation of this Health and Safety Policy and annually update the contents of the safety policy.

### 7.1.1 Typical Agenda for Health and Safety Committee Meeting

- Minutes of last meeting
- Matters arising
- Accidents/incidents/ill health (summary sheet to be completed) plus serious defects since last meeting
- Report on facilities matters (esp. legionella control, asbestos management and lift safety)
- Fire Safety issues
- Matters raised by employees/others
- Legislative changes
- Policy compliance, recommendations of consultants/others – progress report
- Any other business
- Date of next meeting.

Detailed minutes must be kept, and a set of minutes must be forwarded to the governing body within 7 days of each meeting.

### 7.1.2 Membership

There are two Health and Safety Committees, one for each school and meet once per term. The memberships are listed below.

Boys' School	Girls' School
<ul style="list-style-type: none"><li>▪ Director of Estates and Facilities – <i>Chair</i></li><li>▪ Headmaster</li><li>▪ Senior Deputy Head</li><li>▪ Deputy Head (Pastoral)</li><li>▪ Director of Co-Curricular</li><li>▪ Deputy Head (Pastoral) Prep School</li><li>▪ Director of Sport</li><li>▪ Deputy Director of Estates and Facilities</li><li>▪ Head of Estates</li><li>▪ Head of Art</li><li>▪ Head of Science</li><li>▪ Head of Design and Technology</li><li>▪ Drama representative</li><li>▪ CCF Contingent Commander</li><li>▪ Director of IT</li><li>▪ Transport Manager</li><li>▪ Commercial Manager</li><li>▪ Catering Manager</li><li>▪ Cleaning Manager</li><li>▪ School Nurse</li><li>▪ Compliance Manager (<i>Secretary</i>)</li></ul>	<ul style="list-style-type: none"><li>▪ Director of Estates and Facilities – <i>Chair</i></li><li>▪ Headmistress</li><li>▪ Deputy Head (Operations)</li><li>▪ Deputy Head (Pastoral)</li><li>▪ Director of Co-Curricular</li><li>▪ Co-Director of Sport</li><li>▪ Deputy Director of Estates and Facilities</li><li>▪ Head of Estates</li><li>▪ Head of Art</li><li>▪ Head of Biology</li><li>▪ Head of Chemistry</li><li>▪ Head of Physics</li><li>▪ Head of Design and Technology</li><li>▪ Drama representative</li><li>▪ Director of IT</li><li>▪ Transport Manager</li><li>▪ Commercial Manager</li><li>▪ Catering Manager</li><li>▪ Cleaning Manager</li><li>▪ School Nurse</li><li>▪ Compliance Manager (<i>Secretary</i>)</li></ul>

Members should send a delegate in their absence.

Rob Sykes  
Headmaster

Hazel Bagworth-Mann  
Headmistress

## **8 Monitoring, Review, and Continuous Improvement**

The Schools will ensure continual improvement by:

- Conducting annual external audits
- Reviewing the Health and Safety Policy annually
- Investigating and monitoring accidents and near misses
- Addressing feedback from staff, students, and visitors

The Board of Governors will provide oversight and ensure that the Schools remain compliant with all statutory health and safety regulations.