WSNL Health & Safety Policy and Statement

Part 1: Statement of Health & Safety Policy

The Board of Woodard Schools (Nottinghamshire) Limited ("WSNL") aims to safeguard the health, safety and welfare of staff and pupils, and to provide a safe and healthy learning and working environment for pupils, staff and visitors – so far as is reasonably practicable in accordance with the provisions of the Health and Safety at Work etc. Act 1974 (the "Act").

The Act and other Regulations introduced under its enabling powers, and other Statutes impose duties on both employers **and** employees. These responsibilities cannot be properly discharged without the active co-operation of all staff.

The Board will define the levels of organisational arrangements and individual responsibility expected of its staff and make arrangements for managing responsibilities throughout the schools. Responsibility is delegated by the Board as necessary to liaise with Health and Safety Advisors and for developing defined responsibilities and arrangements for managing health and safety.

The Board will provide adequate facilities and make appropriate arrangements for ensuring the health, safety and welfare at work of all staff and pupils at the schools and for ensuring the health & safety of sub-contractors and lawful visitors to our sites and premises. It will also ensure that information, instruction, training and supervision are provided as necessary and checked.

School Tier: Whole School

Related Policies:
Worksop College Emergency Evacuation and Lockdown Procedures
Ranby House Critical Incident Lockdown Policy (EYFS to YR 6)

Policy Aims:
Through the operation of this policy, we aim to: provide a safe and healthy learning and working environment for pupils, staff and visitors.

General

1. The Board of Woodard Schools (Nottinghamshire) Limited notes the provisions of the Health and Safety at Work Act 1974 and accepts its responsibility to conduct the operation of its schools, Worksop College and Worksop College Preparatory School at Ranby House, in such a way as to ensure that, as far as is reasonably practicable, pupils, employees, visitors and other users of the schools' premises are not exposed to risks to their health and safety.

2. The Board is responsible for implementing policies and the purpose of this document is to set out the Board's Health and Safety Policy.

The Board

3. Members of the Board acknowledge their responsibilities under the Health and Safety at Work Act 1974 to provide a safe and healthy environment for pupils, staff and visitors. The Board directs the Head and staff to comply with the requirements of the Act, bringing to the Board's notice without delay any deficiencies and advising upon the corrective action required.

4. The Board will review this Health and Safety Policy document annually (at its Autumn Term meeting). The Director of Operations is to provide the Updated document to the Clerk to the Governors ready for the Spring Term Board meeting.

Headmaster's Responsibilities

5. Notwithstanding the Board's responsibility the Headmaster, with the support of the Head at each site, is the individual within that school with responsibility for the health and safety of pupils, staff and visitors. The Headmaster is responsible for ensuring that:

   S/He is aware of the requirements of the Health and Safety at Work Act 1974 and other legislation and codes of practice relevant to the school, drawing the Board's attention to any changes.

   Health and safety policy is implemented as directed by the Board.

   The Board is updated on relevant health and safety issues by the Estates Committee and a termly written report is presented to the Estates Committee of the Board with the following headings:

   1. **Asbestos**
   2. **Grounds**
   3. **Electrical Compliance**
   4. **Compliance**
   5. **Security**
   6. **AOB**

   Health and safety is given appropriate priority during all school activities inside and outside school.

   A Health and Safety organisation is in place and a properly constituted Committee meets once each term at both school sites and functions in accordance with its terms of reference (see below) and that the posts and names of the key staff involved are published.

   Departments publish and maintain health and safety procedures appropriate to their speciality.

   First aid arrangements are appropriate and adequate.

   Health and safety arrangements within the school (including this document) are reviewed continually and changed where necessary. Risk assessments are completed and reviewed annually and action taken to minimise those risks identified. These are both carried out by our Health & Safety partner (Worknest).

   All members of staff are aware of their responsibilities under the Health and Safety at Work Act 1974 (see below).

   All staff, visitors and pupils comply with relevant legislation and codes of practice including the Control of Substances Hazardous to Health Regulations 1988 (COSHH).

New staff are made aware of this Policy document and any other health and safety policies and procedures relevant to their post.

Staff receive appropriate health and safety training and that relevant qualifications are held where appropriate.

All staff and pupils are encouraged to promote health and safety and suggest ways of reducing risks.

Staff consultative arrangements are in place

Accidents and incidents are properly recorded and, where necessary, investigated.

It is recognised that the Headmaster cannot fulfil all the above duties on a day to day basis, so (s)he may delegate some or all of these tasks to the Senior Deputy Head or any other qualified Safety Officer.

Health And Safety Committee

6. The Health and Safety Committee at each school fulfils various roles. It is to:

Act as a consultative body which may be used to communicate on health and safety issues, acting as a link between the Headmaster and staff and vice versa.

Advise the Headmaster on current health and safety issues.

Consider health and safety issues, which affect the whole school and make recommendations.

Discuss and resolve or make recommendations on health and safety issues, which impinge on more than one department or where there is a clash of interest between departments.

Note concerns about major health and safety issues of specific departments.

Promote good practice and increased awareness of health and safety issues amongst staff and pupils.

Oversee arrangements for fire safety and orders and procedures.

7. It is not the role of the Committee to consider the detailed aspects of health and safety of particular departments unless these have a bearing on other departments or the school in general.

8. The Committee is to meet termly. At the College it consists of the The Headmaster, Senior Deputy Head, Bursar, Head of Estates, Head of Boarding, Nursing Sister, the Head of Science, Design Technology, the College RSM (CCF), Head of Household, and other members as deemed appropriate by the Head.

At the Preparatory School it is to consist of the Head Of Prep school, Head of Estates, Pre-Prep representative, Head of Household and other members as deemed appropriate by the Head of the Prep School.

The Headmaster is to decide if there is adequate staff representation on the Committee and, if there is not, allow the staff to elect one or more representatives. One member of the Committee is to be appointed Secretary; at Worksop College and at Ranby.

9. The date and time of each meeting is to be published at least one week in advance (and in the School Calendar). In addition to notifying the Head and members of the Committee.

10. The Agenda is to be published at least 24 hours in advance of each meeting. Members of staff, pupils and parents may raise points for consideration at the meeting through an appropriate Committee member or the Chairperson. The Chairperson is bound to include in the Agenda an item raised by any member of staff, pupil or parent.

11. The Chairperson is to ensure that minutes are taken and published within 10 working days of each meeting. Copies of the Minutes are to be given to Committee members and the Head and displayed where they can be read by all employees.

Heads Of Departments

12. All Heads of Departments are responsible to the Headmaster for providing a safe and healthy environment in their department. As part of their day to day responsibilities they are to:

Maintain and regularly review the procedures relevant to their department in accordance with legal requirements, codes of practice and guidelines.

Complete and act on the results of risk assessments in their department.

Identify new risks in their department in order that they may be minimised and, where significant, brought to the attention of the Headmaster who may, in turn, inform the Board.

Ensure that there is the correct number of staff trained with health and safety qualifications appropriate to their department.
Ensure that staff, pupils and others under their jurisdiction are instructed in safe working practices and that they apply such practices properly and effectively.

Ensure that all plant and machinery in their department is adequately guarded, properly maintained and in good and safe working order.

Ensure that all reasonably practicable steps are taken to prevent the unauthorised or improper use of plant, machinery and equipment in their department.

Ensure that appropriate protective clothing and equipment, first aid and fire appliances are readily available in their department.

Ensure that toxic, hazardous and highly flammable substances in their department are correctly used, stored and labelled.

Ensure that all health and safety signs in the department comply with statutory requirements.

Inform the Health and Safety Committee, Deputy Head, Heads and Headmaster as appropriate, of any health and safety matters relating to their department which give cause for concern or which are unresolved.

Ensure that accidents and incidents which might have health and safety implications are logged in the central register and appropriate corrective action taken.

All Members Of Staff

13. All staff are to:

Ensure that in all responsibilities undertaken for the Schools, they are aware of their duty of care to pupils and they act to ensure the health, safety and welfare of pupils in their charge.

Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.

Ensure that appropriate procedures are in place, equipment available and instructions issued to ensure the safety of any activity or event for which they are responsible or involved including school visits and expeditions involving external agencies.

Co-operate with the school management and other staff in the implementation of health and safety procedures.

Make themselves aware of and comply with the school's general health and safety measures and those particularly relevant to their own department/work.

Take positive, corrective action where necessary to ensure the health and safety of all pupils, staff and others.

Check that all plant, machinery and equipment that they use is adequately guarded and maintained in good, safe working condition.

Not make unauthorised or improper use of plant, machinery and equipment.

Use the correct equipment and tools for specific tasks including the appropriate safety equipment and clothing.

Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.

Report any defects in the premises, plant, equipment and facilities and any accidents or incidents which might have health and safety implications to the appropriate Head of Department.

Actively promote health and safety awareness and suggest ways in which risks might be reduced.

Pupils

14. All pupils are expected to:

Exercise personal responsibility for themselves and their classmates.

Observe standards of dress consistent with safety and hygiene.

Observe all the safety rules of the school and the instructions of staff, particularly in the event of an emergency.

Use properly and not wilfully misuse or interfere with plant, machinery or equipment or things provided for their safety.

Hirers And Contractors

15. The Events Manager is responsible for ensuring that any group or organisation hiring school facilities complies with relevant legislation, codes of practice and guidelines and the school's health and safety policy and procedures. When letting school facilities (s)he is to ensure that such organisations have their own, adequate and appropriate health and safety organisations, policies and procedures. No hirer of school facilities may introduce equipment, alter fixed installations, remove fire and safety notices or equipment or take any action likely to create new hazards or increase risks to health and safety without the prior consent of the Fire Officer. Failure to comply with this policy or instructions from the Fire Officer or his representative may lead to the hiring group/organisation being ejected from school premises.

16. The Bursar Supported by Head of Estates and relevant department managers/department heads is responsible for ensuring that any contractor working on school premises complies with relevant legislation, codes of practice and guidelines and the school's health and safety policy and procedures. He is to ensure that such organisations have their own, adequate and appropriate health and safety organisations, policies and procedures. In the event of a contractor failing to comply with this policy the Bursar, Head of Estates or relevant department heads Are to take whatever actions are necessary to reduce any risk to persons on school premises.

Risk Assessments

17. Risk assessments are to be completed by heads of all departments. They are to be reviewed annually by the Head of Estates and Worknest and Heads at each site and action is to be taken to minimise those risks identified. Departments are to maintain records of their risk assessments and actions taken.

Emergency Plans

18. An emergency plan is to be prepared to cover foreseeable major incidents which might put at risk pupils, employees and visitors. It is to be reviewed annually. The aim of the plan is to indicate the actions to be taken in the event of a major incident to save life and prevent or minimise the risk of or injuries to pupils, staff and visitors.

First Aid

19. The arrangements for first aid provision are to be adequate for all foreseeable incidents.

20. The number of certificated first aiders on the staff is not to be less than the number required by legislation. In addition to those qualified as workplace first aiders, other staff are to receive first aid training appropriate to their duties e.g. those involved in supervising games/expeditions will be trained accordingly.

21. Supplies of first aid materials and equipment will be held at appropriate locations in the school. Such locations are to be clearly identified and their whereabouts published. Staff

in charge of games and other physical activities are to ensure that first aid bags are readily available. Such bags are provided by the respective medical staffs. The contents of first

aid bags and boxes are to be checked regularly and deficiencies reported and made good by the medical staffs.

Accident Recording And Reporting

22. All accidents are to be logged in an accident report book, the location of which is published within each school. Health and Safety Executive RIDDOR reporting is to be undertaken by the Head of Estates, as required by legislation.

Signed
(**Custos)**



Signed
(**Headmaster of Worksop College and Ranby House School**)



Date: 30/10/2025

References:
Legal Framework:
Health and Safety at Work Act 1974
Health and Safety at Work Regulations 1999

General Guidance:

Technological:

Boarding Schools: