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## Health, Safety & Welfare Policy

**Policy Custodian:** Bursar

**Approving Body:** Board of Governors

**Approved:** June 2022

**Amended:** November 2023

*(This policy is applicable to both Merchant Taylors School (MTS) and Merchant Taylors' Prep (MTP))*

### **Policy Statement**

At Merchant Taylors' School our priority is to protect the health, safety, and welfare of all those who may be affected by its activities. This policy document details the declarations made within the separate Occupational Health, Safety & Welfare Policy Statement.

Both the policy statement and this policy document are applicable to both MTS and MTP and are to be subject to review at least annually to ensure the School's health, safety and welfare arrangements remain up to date and appropriate.

### **School Ethos**

While there are individuals with specific responsibilities, the School believes that for health, safety and welfare to be properly managed and implemented, it is the duty of all staff to look out for one another and to report any issues or observations as they are noticed rather than assuming someone else will do so. By instilling an ethos of collective responsibility and awareness, the School becomes a safer environment for all pupils, staff, and visitors.

### **Roles and Responsibilities – See Appendix 2**

The Board of Governors has overall responsibility for the School's health and safety arrangements.

The Board is to nominate a Governor to have specific oversight of health, safety, and welfare at both MTS and MTP. Currently this position is held by Mr Alan Eastwood.

The Head Master (for MTS) and the Head of Prep (for MTP) have been appointed by the Board of Governors as the individuals with overall responsibility for implementing its health, safety, and welfare arrangements on their sites and to whom any difficulties which cannot otherwise be resolved, must be referred. The Head Master and Head of Prep have jointly delegated executive responsibility for health, safety and welfare to the Bursar, who in turn has delegated the daily monitoring of these responsibilities to the MTS Head of Operations for MTS and to the MTP School Business Manager for MTP.

Both MTS & MTP are to contract the services of a Health and Safety Consultant. Currently AFCC Ltd provides independent advice and regular auditing in all health and safety related matters. In addition to acting as the School's advisors, AFCC Ltd assist with incident investigation and provide health and safety training.

Both MTS and MTP have their own Health and Safety Committee. Each Committee is made up of key members of staff, mainly Heads of Departments and others holding a position of responsibility within the School structure. The makeup of each Committee is shown at appendix 3. These Committees are to meet termly to consider past, current and future health and safety related matters and to ensure that suitably high standards of Health Safety and Welfare are being maintained. If a Committee member cannot attend for any reason, they are duty bound to ensure a departmental representative deputises for them at the meeting.

Heads of Department (both Teaching and Support functions) have an absolute and clear responsibility for the health, safety and welfare of all activities and equipment within their department. Deputy Heads of Department share this responsibility.

All employees have a duty to co-operate by working and behaving in a manner that is safe for both themselves and others and only carrying out work for which they are trained, competent and capable of doing, under supervision where required. Employees must adhere to the School's health and safety procedures and must be reminded of this Policy and their responsibilities at least annually.

### **Monitoring and Reporting Targets and Objectives**

At MTS, the Head of Operations and at MTP the School Business Manager and AFCC communicate regularly and meet at least monthly to agree targets and objectives. A major part of ensuring ongoing best practice are the departmental safety audits undertaken by AFCC. Copies of these audit reports are kept on file and each report contains several recommendations to help MTS continually improve its management and implementation of health, safety, and welfare.

The Science, Art, Design, and Technology Departments at MTS all follow and adhere to CLEAPSS guidance and work to the CLEAPSS standard. At MTP, CLEAPSS is followed in the Science Department. As higher risk departments, the heads of these departments are key members of the Health & Safety Committee at MTS. At MTP, these department heads provide input to the Senior Deputy Head who speaks on their behalf at the H&S committee meetings. At MTS, at the start of the new academic year, Teachers from all other departments are requested to submit the HSE Classroom Checklist to monitor their environment. At MTP, the HSE Classroom Checklist is reviewed with HODs annually. Any faults reported via this checklist are logged with the maintenance department and scheduled for correction as appropriate.

The Health & Safety Committee meet once a term and is attended by the Schools' Health and Safety Governor. See appendix 3 for full list of attendees. Action points arising from these meetings are prioritised accordingly. The Schools' Health and Safety Governor will report on the meeting to the full Board at the subsequent Governors Meeting and must convey targets and objectives as Governors deem appropriate.

The Health, Safety & Welfare Policy, all Standard Operating Procedures, and risk assessments must be reviewed at least annually, or whenever there are any legislative changes or other causes to do so.

A quantitative and qualitative auditing system is to be utilised at MTS and MTP to enable departments to identify and set targets and ensure continuous improvement.

### **Arrangements for Reporting and Investigating Health & Safety Issues**

At MTS, a Health & Safety reporting log is maintained by the Head of Operations. This document must contain all reported incidents, H&S related observations and near misses and is to be reviewed

at every Health and Safety Committee meeting as a standing agenda item. At MTP, all staff accidents and near misses are reported to the SBM. Pupil accidents and near misses are reported to the relevant member of SLT. Both of these are reported at the termly Health and Safety Committee as a standing agenda item, via the relevant member of SLT and the School Nurse. Staff are required to submit their reports as soon as the concerning matter is noticed. Should any trends be identified, measures are put in place to mitigate their cause. Such measures may take the form of staff training, preventative maintenance, raising staff awareness etc...

Any accidents at MTS requiring medical attention must be reported via an accident form to the Surgery, or via the electronic reporting form located on the MTS Staff SharePoint site. Any accidents at MTP requiring medical attention must be reported using an accident form via the School Nurse, recorded on iSAMS and communicated at Pastoral Care Committee.

This reporting forms part of the collective responsibility amongst staff at MTS and MTP. It is preferable to deal with an observation and mitigate the risk early on, rather than leaving it and waiting for an incident or accident to occur.

Whenever a serious incident or accident occurs at MTS and MTP, we will conduct our own investigations and call on the services of AFCC Ltd to conduct an independent investigation. The reports arising from any such investigations are saved and any recommendations are prioritised and actioned. Where RIDDOR reports are necessary, these are filed with the HSE accordingly while the investigations process is initiated, and the reporting log updated appropriately.

### **MTS Health, Safety and Welfare Management System**

The MTS Health, Safety and Welfare Management System details the way in which the Senior School manages its processes and procedures. By utilising a Plan, Do, Check, Act (PDCA) methodology, it is the aim of the School to continually exceed the legislative requirements of the Health and Safety Act.

The PDCA methodology is based on ISO45001 and is designed to be part of a “process approach” which develops an evolving management system:

**Plan:** The School has established the objectives and processes necessary to deliver results in accordance with the School’s Health & Safety Policy.

**Do:** Implement the plan and necessary risk profiling processes.

**Check:** Monitor and measure processes performance against the Policy Statement, objectives, legal and other requirements, and report results.

**Act:** Review and learn from past performance, taking necessary action to continually improve health, safety and welfare performance and the Management System.

The Management System document remains the primary source of reference in our management of health, safety, and welfare at MTS and MTP. At MTS, this document is managed by the Head of Operations in liaison with AFCC Ltd and the Health & Safety Governor. At MTP, it is managed by the Senior Deputy Head in liaison with AFCC Ltd and the Health & Safety Governor.

## **Standard Operating Procedures**

Throughout the Management System document, several Standard Operating Procedures (SOPs) are referenced and linked to. Each SOP goes into detail about the Schools' methods of managing each topic. A full list of SOPs is provided within the Management System Document and is shown below:

- SOP 10 Waste Management
- SOP 11 Sustainable Environment
- SOP 12 Working with Electricity
- SOP 13 Display Screen Equipment
- SOP 14 Personal Protective Equipment (PPE & RPE)
- SOP 16 Artificial Optical Radiation
- SOP 19 Stress Management
- SOP 35 School Trips - Educational Visits
- SOP 36 Transport
- SOP 40 Emergency Preparedness & Response
- SOP 46 Swimming Pools
- SOP 47 Legionella
- SOP 48 Plant & Equipment – use and maintenance.
- SOP 49 Lone Working
- SOP 50 Pandemic Flu
- SOP 51 Hazardous Substances
- SOP 54 Training
- SOP 56 Document Control
- SOP 57 Risk Assessment Policy
- SOP 58 Plant & Vehicle Maintenance
- SOP 61 Procurement
- SOP 63 Calibration & Control of Measurement, Monitoring Devices & Equipment
- SOP 64 Incident Recording & Investigation
- SOP 65 Internal & External Communications
- SOP 66 Operational Controls
- SOP 67 Emergency Preparedness
- SOP 68 Internal Auditing
- SOP 69 Management Review
- SOP 71 Identification of Applicable Legal Requirements
- SOP 71a Legal Register
- SOP 71b Evaluation of Legal Compliance
- SOP 72 Procedure for achieving objectives and targets.
- SOP 72a Aspect Impact & Significance Register
- SOP 72b TOMP
- SOP 73 Control of Contractors
- SOP 74 Non-conformity, Corrective / Preventive Action Reports
- SOP 75 Control of Substances Hazardous to Health (COSHH)
- SOP 77 Management of Asbestos
- SOP 78 Working at Height
- SOP 79 Manual handling

- SOP 80 Noise
- SOP 81 On Site Vehicle Movement.

All staff must be aware of and adhere to the provisions of the SOPs relevant to their areas of responsibility. If any questions remain after reading the SOP, staff at MTS are advised to approach the Head of Operations at MTS and the School Business Manager at MTP.

The SOPs listed above provide specific information relevant to certain roles and responsibilities within the School. However, the following paragraphs highlight key areas of health and safety that are of significant relevance to all employees, irrespective of their position within the School.

- **Personal Protective Equipment (PPE)**

The HSE suggests PPE should be used as a last resort, whenever there are risks to health and safety that cannot be adequately controlled in other ways. In such situations, as a responsible employer, the School has a duty of care to its employees to ensure suitable PPE is provided as far as is reasonably practicable. The Personal Protective Equipment at Work Regulations 1992 require that PPE be:

- Properly assessed before use to make sure it is fit for purpose.
- Maintained and stored properly.
- Provided with instructions on how to use it safely.
- Used correctly by employees.

Staff receive information, instruction, and training in these four disciplines before they are expected to use PPE. Staff should speak to their Line Manager and read SOP 14 for more information.

- **Provision of Welfare Facilities**

The Schools remain committed to the welfare of its staff, pupils, and visitors always. The topic of wellbeing is increasingly important for employers to address and at MTS and MTP, plans are in place to develop the provisions we can offer staff and pupils.

The Head of Staff and Pupil Wellbeing is responsible to the Head Master for growing the provision available to the school community and existing facilities such as a purpose-built Surgery, professional Counsellors and wellbeing facilities are already available at MTS.

The Pastoral Deputy Head at MTP is responsible to the Head of MTP for the growing provision available to the school community such as a purpose-built medical facility, a professional Counsellor and dedicated outdoor relaxation areas.

MTS and MTP also offer several employee benefits and is actively looking to increase these offerings to all staff.

- **Training and Induction**

MTS and MTP will provide relevant health and safety training to all employees based on the role they are employed to perform. This training will take the form of certified training courses covering practical training, online training courses, presentations to staff and departmental 'toolbox talks'. Staff should feel confident and competent in undertaking the duties expected of them.

The School continues to identify training needs associated with health and safety risks and the Health & Safety Management System by continually analysing job specific training requirements. It shall provide training or take other action to meet these needs, evaluate the effectiveness of the training or action taken, retaining, and updating associated records as necessary.

Staff should refer to SOP 54 for more detail.

- **Communicating and Consulting with Employees**

As part of the MTS and MTP ethos regarding health, safety and welfare, employees are encouraged to actively communicate their observations and concerns and raise any questions they might have with the relevant personnel. Those with a responsibility for the management of health, safety and welfare are expected to respond openly and honestly.

At MTS and MTP, following each Health and Safety Committee meeting, the minutes arising is made available to all staff via the MTS Staff SharePoint site at MTP, they are saved in the Staff Operations drive for reference.

If any changes to school procedures, or the way tasks are to be performed are introduced, the relevant stakeholders are consulted with the aim of ensuring their needs are considered prior to initiating any changes.

- **Risk Assessment**

SOP 57 forms the MTS and MTP Risk Assessment Policy. Heads of Department and any other staff responsible for creating or managing risk assessments are made aware of this document and must familiarise themselves with its content. Training and additional guidance regarding risk assessment can be arranged via the MTS Head of Operations and the MTP School Business Manager.

All staff are made aware of the risk assessments relevant to their department and must know how to access them via the shared drive. If an employee feels uncertain about the hazards and risks involved in a particular task, they must refer to the relevant risk assessment or speak to their line manager. Employees are actively encouraged to comment on the risk assessment so that it can be updated to reflect any new hazards or changes to the level of risk. It is important that the person undertaking the task feels empowered to give this feedback to ensure risk assessments remain accurate and helpful.

The MTS Shared drive holds a full library of departmental risk assessments. At MTP, risk assessments are saved in the Staff Operations Drive.

- **On Site Vehicle Movement**

At any given time, there are likely to be vehicles moving around the school site. These vehicles will range from the Schools' own fleet of Minibuses, Tractors, and buggies, through to cars, vans, and light and heavy goods vehicles.

MTS has taken steps to mitigate the risk of pedestrians and vehicles mixing by introducing the following control measures:

- At MTS, a dedicated Goods In Depot has been purpose built close to the Main Entrance of the School to enable delivery vehicles to safely deliver and collect parcels at minimal risk to any pupils, staff, or visitors.
- At MTP, all deliveries report to the School Office. the School Playground and rear access to the catering dept are cordoned off by security gates.
- Deliveries to the Catering Department are requested to be made in a dedicated window of time so that their arrival can be properly managed. This is ideally prior to the start of the school day so that the number of passers-by is at their lowest.
- Those staff with responsibilities for accepting deliveries receive banksman training to enhance their awareness of the potential risks.

- At MTS, safety barriers have been installed at the rear of the kitchen where deliveries are received to further enhance the safety of any pedestrians.
- Before any member of staff is given permission to drive a company vehicle on-site, they receive familiarity training and have their competence assessed by a member of staff with relevant experience and judgment. They must also read and understand the relevant risk assessment.
- Anyone wishing to drive school vehicles on the public road must submit their licence to the Bursar's Office for checking at the start of each term. At MTP, a licence review and refresher training are performed annually.

In addition to the relevant risk assessments, MTS has several related documents about its management of transport:

- SOP 36 – Transport
- SOP81 On Site Vehicle Movements
- MTS Transport Management Plan
- MTS Minibus Policy
- MTP Minibus Policy: Methods and Procedures

These documents are all available for staff to access via the shared drive or via the MTS Staff SharePoint site.

- **Fire Safety**

The School's management of Fire Safety procedures is detailed in the dedicated Fire Safety Policy. This document is shared by both MTS and MTP and is readily available at MTS via the MTS Staff SharePoint site. At MTP, this is saved in the Staff Operations drive for reference.

- **First Aid**

The School's management of First Aid procedures is detailed in the dedicated First Aid Policy. This document is shared by both MTS and MTP and is readily available at MTS via the MTS Staff SharePoint site. At MTP, this is saved in the Staff Operations drive for reference.

Bursar  
November 2023

## APPENDIX 1

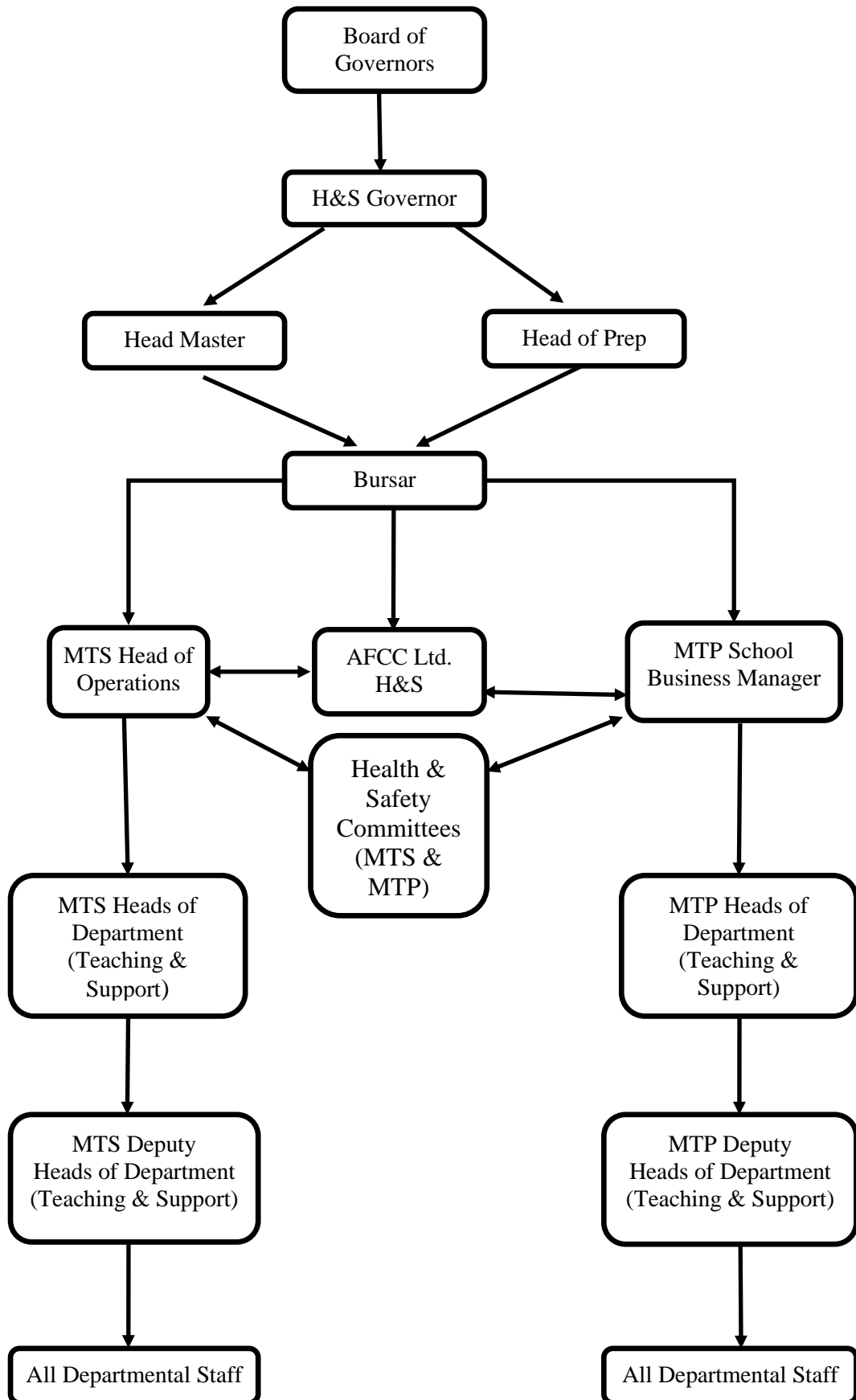
### Reference Documents/Sites

- Health and Safety at Work etc. Act 1974
- MTS & MTP Occupational Health, Safety & Welfare Policy Statement.
- MTS Health, Safety and Welfare Management System
- MTS Standard Operating Procedures.
- MTS Risk Assessment Policy (SOP57).
- MTS & MTP First Aid Policy.
- MTS & MTP Fire Safety Policy.
- MTS Employee Handbook.
- MTS Staff SharePoint Site.
- HSE – Personal Protective Equipment (PPE) at Work.



APPENDIX 2

Merchant Taylors' School Health and Safety Management Structure



## APPENDIX 3

### MTS Health & Safety Committee

- Health and Safety Governor
- Bursar
- Head of Operations
- Second Master
- MTP School Business Manager
- Health and Safety Consultant
- Grounds Manager
- Catering Manager
- Director of Sports
- IT Manager
- Buildings Manager
- Head of Art
- School Nurse
- Emergency Medical Technician
- Head of Design and Technology
- Head of Science
- Head Porter
- Lettings Manager
- Head of Outdoor Education / CCF
- Head of Learning Support
- SSI
- MTP Site Manager

### MTP Health & Safety Committee

- Health and Safety Governor
- MTP School Business Manager
- Senior Deputy Head
- Head of Operations (MTS)
- Health & Safety Consultant
- Head of Pre-Prep & EYFS
- Site Manager
- Groundsman
- School Nurse
- SENDiCO
- Catering Manager