

PORT·REGIS

Health and Safety Policy Part 1 - General Statement

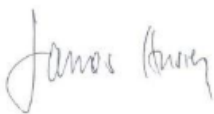
POLICY NAME	Health and Safety Policy Part 1 – General Statement	POLICY OWNER	S Ehlen
APPROVED BY	Safeguarding Committee	DATE APPROVED	September 2025
DATE OF LAST REVIEW	September 2025	DATE OF NEXT REVIEW	September 2026
SOURCE DOCUMENT	ISBA template dated September 2020		

As governors of Port Regis School, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Port Regis School by appointing the Chair of Governors, or their nominated Governor, with responsibility for overseeing health and safety. Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster, supported by the Bursar. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

- The Chair of the Governors (or their nominated Governor) attends the meetings of the school's health and safety committee termly and receives copies of all relevant paperwork.
- The minutes and action logs of the termly Health and Safety Committee meetings are reviewed by Governors at the Safeguarding and Wellbeing Committee and circulated for noting by GNRS. These minutes include statistics on accidents to pupils, staff and visitors.
- Any Health and Safety related matters requiring full Governor attention are brought to the full Council of Management Meeting, held termly. This will include any issues on health and safety that the Chair of the Governors (or nominated Governor) wishes to bring to the Board's attention. For any urgent matters, a special Governor meeting will can be convened.
- The ISI Self-Evaluation Regulatory Audit is reviewed by the Governors at the Safeguarding and Wellbeing Committee and circulated for noting by GNRS. This document details staff training, fire drills and mandatory safety checks, amongst many other areas.
- All new or revised policies and procedures are tabled at the respective termly governors' sub-committee, or full Council of Management as appropriate.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected annually by competent professionals. The associated reports are considered by the Bursar, in consultation with the Chair of the Finance Committee Meeting and the Chair of Governors, and the recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Head of Catering arranges regular external deep cleaning and pest control services (in conjunction with Head of Grounds).
- The school has fire risk assessments, carried out by a competent person. These risk assessments are reviewed every year by an external health and safety consultant. Progress on completion of items highlighted within the action plan is reviewed at least termly. The risk assessment is updated every three years, or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee reviews this risk assessment every time it is amended.
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Bursar, reporting to the Chair of the Governors, or nominated Governor and the Chair of the Finance Committee.
- The school has a competent person undertake a risk assessment for legionella, every two years and a monthly water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training is provided to members of staff who is involved in trips, visits and boarding duties, and minibs driver training is provided to all members of staff required to drive a minibus as part of their role.
- The school has a comprehensive Critical Incident Policy and Critical Incident Procedures. This details the arrangements for the safety provision of pupils, staff and visitors, the responsibilities of all staff and those with additional responsibilities in the event of a critical incident, including the 'shelter in' (in vacuation) and evacuation procedures. This policy is available to parents upon request.
- All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the bursar and other members of the Senior Leadership Team ('SLT') in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.
- All employees are briefed on where copies of this statement can be obtained (IAM Compliant). They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in Part Two of this document.



Signed

(James Hussey)

Chair of Governors, for and on behalf of the Board

Date: 5 September 2025

Health and Safety Policy Part 2 - Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the Port Regis, which is shown at the end of this section.

1. COUNCIL OF MANAGEMENT ('THE COUNCIL')

The Council has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Council in carrying out its duties. The Council will hold the Headmaster to account in respect of the requirements set out in this policy.

1. HEADMASTER

The Headmaster will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Headmaster will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Council in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Council on health and safety performance including an annual audit¹ and will assist the Council in implementing changes in the Policy which the Council have approved. The Headmaster and Bursar will be responsible for the implementation of a Critical Incident Management Plan.

2. BURSAR

The Bursar will be delegated, by the Headmaster, the day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training

¹ This is done using the ISI Regulatory Audit Self-Evaluation, at the Council of Management.

- The appointment of competent contractors

With support from the School Health and Safety Co-ordinator, the duties of the Bursar will include:

- advising the Headmaster on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training;
- monitoring health and safety within the School and raising concerns with the Head Master;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School Health and Safety Committee.
- Investigating accidents and incidents and recording the same.

3. HEADS OF DEPARTMENTS

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Senior Science and Head of Junior Science
- Sports activities – Director of Sport
- Swimming pool – Head of Swimming
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Craft and Technology – Head of Craft / Head of Technology
- Forest School – Forest School lead
- Trips and visits – Educational Visits Officer
- Catering – Head of Catering
- Cleaning – Principal Housekeeper
- Grounds and grounds equipment (including Site Security) – Head of Grounds
- Maintenance equipment – Maintenance Manager

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

4. HEAD OF GROUNDS / SECURITY

The Head of Grounds will assist the Bursar with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors (in cooperation with the Maintenance Manager).
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality and asbestos (in conjunction with the Maintenance Manager).
- Good standards of housekeeping, including drains, gutters etc (in conjunction with the Maintenance Manager).
- Control of hazardous substances for grounds maintenance activities.

5. EXTERNAL HEALTH AND SAFETY ADVISORS

The Bursar will arrange as appropriate for external consultants to **advise** on matters of health and safety within the School. Such provision may include:

- Engineers monitor and service the school's plant, equipment, including boilers and lifts annually.
- Equipment and machinery used in STEAM subjects and the maintenance department are serviced annually.
- Structural surveyors to give advice on the external fabric of the school, as required.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Head of Catering Manager arranges for:
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc annually, or more if required.
 - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested annually by a qualified person/people.
- An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.

- The school has a suitable and sufficient risk assessment for legionella, every two years and a monthly water sampling and testing regime in place.
- The school maintains an asbestos register and the bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management report. They are also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school has current electrical test certificates for all its buildings. It uses NAPIT qualified electrical engineers to inspect and maintain its electrical installations and meet the requirements of BS7671 IET wiring regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

6. SCHOOL HEALTH AND SAFETY COMMITTEE

The Committee will meet once a term, and will be chaired by the Bursar. The Bursar also acts as Secretary. The Chair of Governors, who is responsible for overseeing health and safety, will attend these meetings. The other members of the Committee will be:

- Headmaster
- Deputy Head Academic
- Deputy Head Pastoral
- Head of Boarding
- Head of Technology / STEAM
- Head of Craft
- Heads of Science
- Head of Art
- Director of Sport
- Educational Visits Officer
- Head of Grounds
- Maintenance Manager
- Health Centre Manager
- Catering Manager
- Head of Drama
- Head of pre-prep
- Science technician
- Sports Centre Manager

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;

- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

7. THE SCHOOL NURSE

The School Nurse will be responsible for:

- Maintaining an accident book / log and reporting notifiable accidents to the Health & Safety Executive.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee.
- Arranging escorts for pupils going to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.

8. STAFF

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / School Safety Co-ordinator of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

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DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY

