



# The Duke of York's Royal Military School

## Health and Safety Policy

**Date of Approval**

17 May 2024

**Approved By**

Col Andy Thorne

**Role**

Chairman of Trustees

**Signed**

|                      |          |
|----------------------|----------|
| <b>Last Reviewed</b> | May 2024 |
| <b>Next Review</b>   | May 2025 |

## **General Statement of Health and Safety**

As Trustees of The Duke of York's Royal Military 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, students, contractors, visitors (including parents), residents and others who could be affected by our activities. In our role as employer and landlord 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 Trustees are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Trustees by appointing Jeffrey Applegate, a member of the Trustee Business Committee, 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 Principal, Bursar and the Senior Leadership Team (SLT). However, as Trustees, we have specified that the School should adopt the following framework for managing health and safety:

- The Trustee overseeing health and safety attends the meetings of the School's Health and Safety Committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to students, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Trustee Business Committee meeting.
- The minutes of the Business Committee's discussion on health and safety are tabled at each meeting of the full Board of Trustees together with any other issues on health and safety that the Business Committee Chairman wishes to bring to the Board's attention.
- The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected at appropriate intervals by competent professionals.
- These reports (as per point two above) are considered by the Bursar and its 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 Bursar arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Trustee Business Committee.
- The School has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Trustee Business Committee.

- 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 Trustee Business Committee.
- The School has a competent person undertake a risk assessment for legionella, and a routine of thermal control checks, 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. 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.

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers, contractors and residents. They are responsible for co-operating with the Principal, the Bursar and other members of the SLT in order to enable the Trustees 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 on the School's intranet. 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 and day to day measures to effectively communicate matters of a health and safety nature will be through the following internal channels:

- Academic Leadership Group Meetings
- Pastoral Leadership Group Meetings
- Operations Meetings
- All Staff Briefings (Academic and Support)
- Departmental Meetings and Toolbox Talks
- Periodic Staff Inset/Training Sessions
- The School Intranet

Signed (.....) Chair of Trustees, for and on behalf of the Board

Date (.....)

## **Health and Safety 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 School, which is shown at the end of this section.

### **1. BOARD OF TRUSTEES ("THE BOARD")**

The Board 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 Board in carrying out its duties. The Board will hold the Principal and Bursar to account in respect of the requirements set out in this policy.

### **2. PRINCIPAL**

The Principal 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 Principal 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 Board 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 Principal will also report to the Board on health and safety performance and will assist the Board in implementing changes in the Policy which the Board have approved. The Principal will be responsible for the implementation of an Emergency Plan.

### **3. BURSAR**

The Bursar will have delegated by the Principal 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
- The appointment of competent contractors

- Radon gas
- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.
- Keeping statistics and preparing summary reports for the School's Health and Safety Committee.

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Principal 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 Principal;
- compliance with the Construction (Design and Management) Regulations;
- chairing the School's Health and Safety Committee.
- Investigating accidents and incidents and recording the same.

#### 4. **HEADS OF DEPARTMENT (TEACHING) AND BOARDING HOUSE PARENTS**

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 (this is not an exhaustive list and further risk assessments may be identified and required by the Health and Safety Committee):

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Head of PE/Director of Sport
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Design & Technology – Head of Design & Technology
- Outdoor lessons – OC CCF and Co-curricular Director
- Trips and visits – Educational Visits Coordinator
- Catering and cleaning functions – Head of Food Technology and Catering Manager
- Ammunition and firearms – OC CCF
- Boarding Houses and Activities – House Parents

Working with the Human Resources Manager, they will also be responsible for identifying and organising training that is relevant to their area of control.

#### 5. **ESTATES DEPARTMENT MANAGER**

The Estates Department Manager will assist the Bursar with the implementation of the following:

- Building security.

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

## 6. **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:

- Structural surveyors are retained to give advice on the external fabric of the School.
- Engineers monitor and service the School's plant, equipment, including boilers, lifts and hoists.
- Gym and fitness equipment and design and machinery used in both design and technology and in the maintenance department are serviced.
- 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 Bursar arranges for:
  - an independent hygiene and safety audit of food storage, meal preparation and food serving areas.
  - professional advice from a dietician on healthier food, menu planning and special diets.
  - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces.
  - appropriate pest control measures to be in place.
- The School has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan 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 are tested by a qualified contractor.
- An external health and safety consultant reports 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, and a routine of thermal control checks, 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 plan.

- The School's radiation protection supervisor (RPS), is responsible for liaison with the radiation protection advisor for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations all of which are RCD protected 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 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.

## 7. **SCHOOL HEALTH AND SAFETY COMMITTEE**

The Committee will meet once a term and will be chaired by the Bursar. The Trustee who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Vice Principal/Assistant Principal Boarding
- Head of PE/Director of Sport
- Head of Science
- Head of Design and Technology
- Head of Co-curricular (EVC, CCF)
- The Estates Department Manager
- The Head of Security
- The Medical Centre Lead
- The Catering manager
- The Human Resources Manager
- A representative from the Staff Consultative Committee

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.

#### 8. **THE MEDICAL CENTRE LEAD**

The Medical Centre Lead will be responsible for:

- Escorting students to hospital (and informing their parents).
- Checking that all first aid boxes, eye wash stations and defibrillators are functioning and replenished.

#### 9. **THE HUMAN RESOURCES MANAGER**

The Human Resources Manager will be responsible for:

- Effective training and induction of new staff on health and safety related matters;
- Maintaining records of staff health and safety training;
- Implementation of health surveillance.

#### 10. **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 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 behaviour 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.

#### 11. **RELATED POLICIES, GUIDANCE AND DOCUMENTS**

This Policy is supported by the following specific guidance and policy documents:

- Fire and Lockdown Policy
- Asbestos Policy and Guidance
- Legionella Policy and Guidance
- Risk Assessment Policy and Guidance
- Noise Policy and Guidance
- Vibration Policy and Guidance



**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY**

