



HEALTH & SAFETY POLICY

Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Estates Director

Governor Committee Review: Estates, Health & Safety

Review Cycle: Annual

PRINCIPAL: Sylvia F. Brett BA (Dunelm), MA (London). **COLLEGE VISITOR:** Baroness Harris of Richmond.
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Since 1893



1. Policy aims

1.1. The Governors of Harrogate Ladies' College are required under the provisions of the Health and Safety at Work Act 1974 to produce a statement of policy with respect to the Health and Safety of all users of the premises.

1.2. The College will continually strive to achieve the highest possible standards in relation to Health and Safety, rather than relying on the legal minimum. In addition, the College expects staff at all levels within the organisation to pursue the highest standards of Health and Safety management, to ensure the Health and Safety of themselves and others at all times.

1.3. The Governors commit themselves to implementing the provisions of the Health and Safety of Work Act to ensure that all practical steps and resources are taken to safeguard all persons from injury.

1.4. The Governors undertake to provide and maintain safe and healthy working environment, conditions, equipment and safe systems of work, but all staff must understand that there is also a health and safety duty of care towards themselves and others whilst at work.

1.5. It is the Governors' policy to provide appropriate safety training whenever necessary and to provide appropriate personal protective equipment (PPE).

1.6. This document is intended to bring the College's statement of policy to the attention of all its employees and pupils and to provide details of the organisation and arrangements for carrying out that policy as indicated by the Act. The policy is supplemented by individual health and safety procedures covering a range of topics, it is the responsibility of individual members of staff to be aware of the safety precautions appropriate to the area in which they work. The policy is also supported by a specific policy covering risk assessment and trips and visits.

1.7. All staff are encouraged to adopt a positive attitude towards safety requirements generally and to promote a healthy and safe working environment for others and themselves.

1.8. The College commits in this policy to observing the principles of the Equality Act 2010 and does not discriminate on any grounds.

2. Procedure – Management Approach

2.1. It is the objective of the College to have a planned approach to health and safety management. This is based on a clear safety policy, effective planning, good implementation and operation of safety procedures, comprehensive monitoring and measurement processes and clear management review systems.

2.2. The Health and Safety policy is issued and approved by the Board of Governors and details the College's commitment, key responsibilities for health and safety and outlines the safety arrangements.

2.3. The Health and Safety policy is available to all staff. The communication of requirements is covered in staff inset training and induction for new staff.



2.4. Planning - The Estates and Health & Safety Governor committee ensures that there is a planned and comprehensive approach to risk assessment.

2.5. Implementation and Operation

2.5.1. The Chair of the Board of Governors is ultimately responsible for health and safety within the College, including the achievement of safety objectives, provision of appropriate resources, competent appointments, training and systems of work, monitoring and review of safety performance.

2.5.2. The Principal, Estates Director and Estates Compliance Manager provide specific coordination of health and safety requirements.

2.5.3. Staff consultation, in line with the Health and Safety Consultation with Employees Regulations 1996, is achieved through the Health Safety and Welfare committee. All staff are kept up to date with changes which may affect their health and safety.

2.5.4. Training of employees is fundamental to the College's approach to health and safety.

2.5.5. The College is committed to ensuring that employees are competent to do the job that they are required to do.

2.6. Monitoring and measurement

2.6.1. All accidents, incidents and non-conformances against specified requirements are appropriately documented, reviewed and investigated. Records of incidents and non-conformances associated with facilities will be held by the Wellness Centre and Estates Compliance Manager. Records of accidents and incidents, are in the Accident Book held by the Wellness Centre. Where an investigation is required, this will be completed by the Estates Compliance Manager, a member of the Wellness Centre, and/or a member of the Leadership team as appropriate.

2.6.2. Audits are completed on key parts of the College operations as appropriate.

2.6.3. Action is taken to reduce risk and prevent harm.

2.6.4. The effectiveness of such action is reviewed at the Estates and Health & Safety Governor Committee meetings.

2.6.5. The Estates and Health & Safety Governor Committee meets at least 3 times a year and reviews all safety information provided. The Committee carries out its functions in accordance with this policy.

2.7. Health Safety & Welfare Committee review

2.7.1. The Estates and Health & Safety Governor Committee is responsible for reviewing:

- All major incidents.
- Trends identified from the analysis to accident reports.

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- Safety performance, the achievement of safety and policy objectives, and commitment to the policy.
- Safety policy objectives, in the light of the review of safety performance.

3. Responsibilities

3.1. Organisational responsibilities of the Chair of Governors

3.1.1. The Chair of Governors is ultimately responsible for health and safety within the College and will advise on the areas of health and safety concern, which may need to be addressed by the allocation of funds.

3.1.2. Matters requiring particular consideration will include:

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management of Health & Safety at Work Regulations 1999.
- Ensuring that there is a management system in place for monitoring the effectiveness of health and safety arrangements.
- Adequate staffing levels for safe supervision.
- Delegated responsibility for maintenance of the premises.
- Purchase of equipment to meet appropriate safety standards.
- Repair, maintenance and testing of College equipment.
- Provision of appropriate PPE where necessary.
- Purchase and maintenance of first aid materials and fire-fighting equipment as appropriate.
- Funding of necessary training for staff.
- Arrangements for securing health and safety assistance from a competent source.
- Appointment of an appropriately qualified Estates Compliance Manager.
- Provision of appropriate health and safety information to Governors.
- Construction works and the appointment of CDM duty holders in compliance with CDM 2015 regulations.
- The Control of Asbestos at Work regulations 2012 and the maintaining of an updated asbestos register for College premises.
- Control of Substances hazardous to Health 2002 (COSHH) regulation.

3.2. Organisational responsibilities of the Principal

3.2.1. The organisational responsibilities of the Principal will largely be delegated to the Estates Director and then to the Estates Compliance Manager, these responsibilities are as follows:

- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow up of accidents on the premises, and accidents that occur during trips and visits off the College premises. The reporting and recording of accidents on College premises being the responsibility of the Wellness Centre, and the reporting and recording of accidents during trips and visits being the responsibility of the member of teaching staff in charge of the trip.
- Formulate and review the arrangements for action to be undertaken in an emergency and ensure that all involved are informed of the arrangements.
- Arrange for evacuation drills and weekly fire alarm tests.

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- Advice of any defect in the state of repair of the building or its surrounds which is identified as being unsafe.
- Report any situation which is unsafe or hazardous to health and which cannot be remedied from within available resources.
- Liaise with and monitor as far as is reasonably practicable the activities of contractors, visitors and others to ensure that any risks to the health and safety of staff, pupils and others are kept to a minimum.
- Ensure that competent health and safety assistance and advice are available.

3.2.2. The following responsibilities of the Principal have been delegated to Estates Director:

- Ensure that risk assessments are undertaken throughout the establishment, that control measures are implemented and that those control measures are monitored and reviewed.
- Periodically review the Health and Safety Policy, make recommendations for amendment to the Governing Body and ensure that recommendations agreed are communicated to all appropriate staff.

3.3. Organisational responsibilities of Head of Pre-Prep, Head of Highfield, Deputy Head, Teachers, and the Principal.

3.3.1. The Head of Highfield, the Head of Pre-Prep, all Housemistresses and Heads of Department are responsible to the Principal (via the Head of Pre-Prep, the Head of Highfield, Deputy Head (Academic), and the Senior Deputy) for ensuring the application of this policy to all activities undertaken by their House and department. They also have responsibility for ensuring that all relevant parts of the health and safety policy are observed by all members of staff within their respective department.

3.3.2. In particular, staff holding such positions of responsibility will:

- Ensure that risk assessments are undertaken within their sections and departments, that control measures are implemented and that those assessments are monitored and reviewed.
- Ensure that appropriate safe working rules and procedures exist within the House or department and that these are brought to the attention of everyone concerned.
- Ensure that all accidents (including near misses) occurring within their House or department are promptly reported and recorded using the appropriate forms and procedures.
- Ensure that all accidents are investigated with a view to preventing a reoccurrence.
- Ensure that all staff within the House or department are aware of their specific roles in case of fire and / or emergency.
- Remove from use and inform the Estates Compliance Manager of any equipment / appliance which have been identified as being unsafe and which is in need of repair.
- Ensure that adequate levels of class supervision are available at all times.
- Carry out (in conjunction with other members of staff) the risk assessment within their areas of responsibility and provide a copy of this to the Estates Compliance Manager.
- Maintain or have access to up-to-date health and safety guidance and ensure that all subordinate staff are aware of and make use of such guidance as appropriate.
- Identify specific staff health and safety training needs and inform the Estates Compliance Manager accordingly.
- Consult with all staff on any matters which may affect their health or safety while at work.

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- Carry out House or departmental induction training including any specific information and training that may be necessary because of activities which are particular to the department.
- Ensure that levels of first aid provision remain adequate for the activities being undertaken.
- Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the House or department must be referred to the Head of EYFS, Head of Highfield, Senior Deputy, or the Head of Health & Safety.
- Ensure that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve risk.
- Ensure that good standards of housekeeping are maintained.

3.4. Organisational responsibilities of teaching staff

3.4.1. Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site (e.g. trips and visits).

3.4.2. Class teachers shall:

- Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, abilities of the pupils involved, the activities to be undertaken will all need to be considered.
- Be aware of the College's health and safety policy and any local rules and arrangements which may apply specifically to the House or department concerned.
- Ensure that safety instruction is given to all pupils prior to commencing practical sessions.
- Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire, first aid and other emergencies.
- Ensure that pupils follow College/House/departmental safety rules and that protective equipment is worn where appropriate.
- Ensure that all personal protective equipment is suitable and in good condition prior to issue.
- Ensure safety devices e.g. machinery guards are in good condition and are used.
- Report any defective equipment to the Housemistress or Head of Department.
- Investigate all accidents (in conjunction with the Housemistress or Head of Department) which occur through activities organised/supervised by the Department.
- Propose for consideration by their Housemistress or Head of Department any improvements which they consider would improve health or safety standards within the department.
- Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits. (see School Trips and Visits Policy)

3.5. Organisational responsibilities of all employees (including temporary staff, volunteers and staff employed on a self-employed basis).

3.5.1. All employees have a general health and safety responsibility both under criminal and civil law. Staff must be aware that they are obliged to have due regard to their own health and safety whilst at work and also for the health and safety of others who may be affected by their actions.

3.5.2. Employees must co-operate with the governing body and senior management so that they may fulfil any legal requirements placed on them as employers and or persons in control of premises. All employees are required:

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- To participate in the risk assessment process and comply with findings.
- To report defects in the condition of the premises or equipment of which they become aware.
- To report all accidents according to the procedures that support this policy.
- Be familiar with the procedure to be followed in the event of fire or other serious emergencies.
- To make use of all necessary equipment and resources provided for safety or health reasons.
- Where necessary, make use of all control measures made available to them, for example fume cupboards, equipment guards.
- Follow all relevant codes of safe working practice and local rules.
- Complete appropriate health and safety training when required.
- Report any unsafe working practices to the Housemistress/Head of Department/ Line Manager/Estates Compliance Manager.

3.6. Organisational responsibilities of pupils

3.6.1. All pupils must be encouraged to follow all safe working practices and observe all College safety rules.

3.6.2. All pupils will:

- Follow all instructions issued by any member of staff in the case of an emergency.
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes.
- Inform any member of staff of any situation which may affect their safety.

3.7. Monitoring & Reporting the Performance & Effectiveness of the Health & Safety Policy

The organisational responsibilities of the Estates and Health & Safety Governor Committee are:

3.7.1. Monitoring Health and Safety standards must be monitored by the Senior Leadership Team in conjunction with the College Governors by the following:

- the Senior Leadership Team will include health and safety as part of the agenda of their regular meetings.
- the Principal will conduct an annual premises inspection with the Estates Director and Estates Compliance Manager.
- the Principal's report to the Governors will have health and safety as an item.

3.7.2 Auditing: As a means of confirming that the necessary systems to comply with legislation are in place, and are being followed, a health and safety audit will take place at least every 3 years. The action points identified through the audit will be shared with the Health and Safety Committee and agreed what action is necessary. Further updates will be provided to all Governors for their consideration.

3.7.2 The Estates and Health & Safety Governor Committee meets at least 3 times per year.

3.7.3. The principal purpose of the Committee is to develop and implement measures to ensure the Health and Safety of all employees, pupils and others who may be affected by the activities of the school.

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3.7.4. The Committee will include representation from staff across the College. The Governor designated as having special interest in Health and Safety will be invited to attend all meetings of the Committee.

4. First Aid

4.1 There is always at least one member of staff who has a First Aid qualification on site at the College and one member of staff trained in paediatric first aid when children in the Pre-Prep [EYFS] are present.

4.2 A list of people who have a current First Aid certificate is located in the Wellness Centre, in the College Office, as well as in the appendix to the First Aid policy. This is a working document which is updated as necessary during the course of the year.

4.3 During term time, pupils and staff requiring first aid are referred to the Wellness Centre, which is staffed between 08.15-17.00; after 17.00, first aid is provided by Housemistresses or members of staff on duty. During school holidays, staff should be treated in accordance with Departmental instructions, or be referred to local NHS surgeries, Accident and Emergency departments, etc.

4.4 First aid boxes are monitored and replenished by the Wellness Centre.

4.5 For the full policy, please see First Aid Policy.

5. Investigation of Accidents & Incidents

5.1 Every accident involving personal injury must be recorded in the Accident Book and is accessible to report all accident, near misses and dangerous occurrences.

5.2 All accidents must be reported within 24 hours. When a significant accident or near miss occurs the Principal and Head of Department/line manager must be informed immediately; in practice, this task is delegated to the Estates Compliance Manager who arranges an investigation as appropriate.

5.3 The Estates Compliance Manager will analyse accident trends and report to the Estates and Health & Safety Committee. If a serious accident occurs, the Estates Compliance Manager may call for a special meeting of the Estates and Health & Safety Committee.

6. Health & Safety Emergencies

6.1 Critical Incidents

A critical incident team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Critical Incident Plan has been developed by the College and is summarised in the Critical Incident Policy.

6.2 General Emergency Procedures

This policy applies to all members of our school community, including boarders and those in our EYFS setting.



The summoning of emergency services is via the College Office. Out of College hours, please contact emergency services by dialling 999/9999.

In the event of a major disaster the Critical Incident Team must be alerted.

6.3 Fire Procedures and Emergency Evacuation Procedures

The Estates Compliance Manager will act as the Fire Officer for the College. Details of Fire Procedures and Emergency Evacuation procedures are detailed in the Fire Safety Policy and the Critical Incident Policy.

7. Off-site visits, including residential trips

7.1 All educational visits and field trips and other pupil-based activities away from the College are classified as off- site activities and subject to the requirements of this policy.

7.2 The Principal will appoint an Educational Visits Coordinator to ensure that all such activities conform to the Health & Safety Policy, have been sanctioned by the Principal as required, and have an appropriate level of supervision both in transit and on site.

7.3 In accordance with Section 69 of the DfE Good Practice Guide - Health & Safety of Pupils on Educational Visits, a suitable risk assessment must be completed and factors to take into consideration when deciding appropriate supervision ratios are:

- a. age and ability of group;
- b. pupils with special educational or medical needs;
- c. nature of activities;
- d. experience of adults in off-site supervision;
- e. duration and nature of the journey;
- f. type of any accommodation;
- g. competence of staff, both general and on specific activities;
- h. requirements of the organisation/location to be visited;
- i. competence and behaviour of pupils;
- j. first aid cover and emergency procedures.

7.4 Teachers in charge of off-site activities must ensure that pupils are properly clothed and equipped for the type of undertaking in question. The instruction issued by the EVC, in accordance with the school's Travel Policy, will include guidance on the need for risk assessment and the need to obtain specific parental consent.

8. Risk Assessment

8.1 The welfare and safety of all pupils, staff and visitors to the school are safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy, and appropriate action is taken to reduce the risks that are identified. Training on the completion of risk assessment is provided to all staff on joining the College, and further support provided by

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request. Further details can be found in the Risk Assessment Policy and the associated Risk Assessments.

9. Training, including Assessment of Risk

9.1 New employees are informed of the Health & Safety arrangements on joining the College. An appropriate induction process is undertaken and recorded, a copy of which must be forwarded to the HR Department no later than 30 days of commencing employment with the school.

9.2 Health & Safety training is the responsibility of the person in charge of each Department. It is incumbent upon that person to ensure that every member or participant in the Department is familiar with the requirements of the College's Health & Safety Policy as it applies in that Department and that training is given as appropriate.

9.3 Training records will be maintained in each Department and for each activity.

9.4 The Estates Director will advise and assist with training needs and records and should be the first point of contact in this respect.

9.5 Training in the completion of risk assessments is provided by the College's external Health & Safety consultant.

9.6 Routine training responsibilities are identified in the Health & Safety Policy Manual and, through liaison, further training is organised where appropriate.

10. Fire

10.1 In line with the Regulatory Reform [Fire Safety] Order 2005, the College completes a formal fire risk assessment and ensures that this is regularly reviewed. This risk assessment includes the elimination or reduction of risks from dangerous substances, while developing and implementing fire procedures and providing staff annual and periodic staff training to ensure the safety of staff or anyone else legally on the school premises.

10.2 The College conducts fire drills regularly, and ensures that a competent person [with sufficient training, experience and knowledge] is appointed to assist in taking preventive and protective measures (including firefighting and evacuation).

10.3 The College also has a suitable system for the provision and maintenance of clear emergency routes and exits (with doors normally opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers, and ensures these are maintained by a 'competent person'. All pupils and staff, and any others working on the school site, are provided with fire safety information.

10.4 For further details, see the Fire Safety Policy.

11. Site Security



11.1 In line with the Safeguarding Policy, the College takes all reasonable steps to ensure that the College site is secure and the welfare and safety of pupils, staff, and visitors are appropriately safeguarded.

11.2 Measures include electronic key-card door locks on all doors into the College Site, the wearing of identity badges by all members of staff and visitors, central reception point for all visitors, clear protocols on visitors, restricted vehicular access, signage to indicate access points, perimeter fencing in strategic areas, and high supervision levels.

11.3 Staff and pupils are encouraged to challenge appropriately any visitors who are not chaperoned.

12. Maintenance

12.1 Planned, preventative maintenance helps ensure the safety of the fabric of the College site, and every effort is made to ensure that buildings and equipment are maintained to a high standard.

12.2 Regular, periodic inspections of the site are conducted by the Estates Director and Estates Compliance Manager as well as the Estates team with a focus on health and safety issues.

12.3 Such inspections include the routine checking of emergency exits, fire-safety equipment, lighting, as well as general repair. Details of routine servicing and checks as well as asbestos management, legionella testing, PAT are found in the Health & Safety Policy Manual.

12.4 The College operates an electronic reporting system for any member of staff to identify fabric issues, and oversight is maintained by Estates Director who triages priority of action. This maintenance record is reviewed regularly and performance overseen by the Health & Safety Committee.

12.5 Further details are to be found in the Health & Safety Policy Manual.

13. Arrangements for Consulting with Employees

13.1 Health & Safety Policy matters are a standing agenda item at the termly Risk & Compliance Committee meetings. The Estates Compliance Manager presents a report on Health and Safety matters. Information relating to Health & Safety matters is provided to all employees to enable meaningful consultation; such information is that which enables individual staff to fulfil their functions and includes any risks arising from work activities, the measures in place or proposals to control these risks, and what staff should do if they are exposed to a risk, including emergency procedures. Such information is found in Health & Safety briefings, risk assessments, and accident records

13.2 The Estates and Health & Safety Committee forms a link between the employer and employee, and the Committee members have a unique role in ensuring that the views of those affected by the way Health & Safety is managed in the College are shared and properly considered.

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13.3 An agenda for the Estates and Health & Safety and Security Committee will be sent on an 'all staff email' in advance of each meeting. Any member of staff wishing to raise items for discussion should notify the Estates Compliance Manager in advance, and Minutes of Health & Safety meetings will be shared with all staff.

Links to Other Policies

1. Safeguarding Policy
2. Fire Safety Policy
3. Risk Assessment Policy
4. First Aid Policy
5. Critical Incident Policy
6. Health & Safety Policy Manual

14. Management of Key Health & Safety Issues

14.1 Management of key aspects of Health & Safety practice is described in detail in the Health & Safety Policy Manual; among other aspects, this includes:

- manual handling;
- slips and trips;
- on-site vehicle movements;
- managing asbestos;
- control of hazardous substances, including use and storage of chemicals;
- work at height;
- maintenance and testing of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety).

15. Health and Safety Policy Statement

In order to discharge its responsibilities, the management of the school will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety

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- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the School activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees. This policy statement is supported by Worknest Health & Safety Policy Manual.

16. Oversight

Oversight of the Health and Safety Policy is undertaken by the Governing Body.

Signed: 

Dated: 10/10/2023

Principal: Sylvia Brett

Signed: 

Dated: 10/10/2023

Chair of Governors: Dame Francine Holroyd