Health & Safety Policy

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Policy Statement

The Board of Governors of Luckley House School attaches great importance to providing a safe working environment for all those who form part of the School community whether they be members of staff, pupils, visitors, or contractors. We are committed to reducing accidents, incidents, and ill-health and look for ways to improve continuously.

All staff employed by the School, in whatever capacity, are aware that they have Health & Safety responsibilities and are expected to play an active part in ensuring that the highest Health & Safety standards are established and maintained. They should all comply with the requirements detailed in this policy, which applies to the whole school including boarding and day communities.

This policy highlights the need for all staff to be alert to risks and hazards, and to seek to minimize them by planning their work carefully and responsibly. The development of a safe mindset – a safety culture - amongst the whole community is at the heart of the School's commitment to ensuring that the highest standards of Health & Safety are met.

All staff are further expected to be aware of the risks inherent in the management, care and education of pupils and to take all reasonable steps to identify, minimize and manage those risks. Those with supervisory responsibilities, in particular, whether in School, or during trips and other out of school activities, should ensure pupils conduct themselves in accordance with all Health & Safety requirements and encourage them to approach their life at the School responsibly.

This policy is based on the requirements laid down in the Health & Safety at Work Act 1974 (HSAW), the regulations made under this Act, and the Approved Codes of Practice and Guidance. All staff should make themselves familiar with the content of these and other relevant policies, paying particular attention to how they apply in their own areas of responsibility and operation.

All staff are expected to apply this policy conscientiously and thoroughly. Where the meaning or expectation of any part of the policy is unclear, it is expected that they will seek clarification. Should any members of staff identify areas where improvements could be made, they should, without delay, contact the Bursar, who bears the overall responsibility for the coordination and management of Health & Safety in the School, or their line managers.

Head **Chair of Governors**

September 2026

Organisation and Management

This document outlines the way Health & Safety is organised and managed in the School, defining who is responsible for the implementation of the Health & Safety Policy and the nature of those responsibilities.

The School has developed this Health & Safety Policy to ensure that the highest standards are achieved whilst also meeting the educational, community and commercial needs of the School.

Responsibilities

There is a hierarchy of accountability for the implementation of the Health & Safety Policy.

The Board of Governors has overall responsibility for Health & Safety in the School and for ensuring legal and regulatory compliance.

The Head is responsible for the general oversight of Health & Safety and for establishing and maintaining a 'safe culture' within the School.

The Bursar bears executive responsibility for the management of Health & Safety on a day-to-day basis and is regarded as the 'competent person' in relation to all Health & Safety matters.

Whilst the overall executive responsibility for Health & Safety rests with the Bursar, it is the responsibility of the Health & Safety Committee, Heads of Departments and other leaders/managers, and every member of staff individually, to play their parts in providing and maintaining a safe place of work.

All staff, whether teaching or non-teaching, have a legal duty to look after their own interests in this respect and that of others who may be affected by their actions or omissions. They have the legal duty to co-operate with the School to enable it to comply with any imposed duties and to use properly anything provided by the School in the interests of Health & Safety.

Particular responsibilities are borne by key members of the School community as follows:

a. Board of Governors

The Board of Governors has collective responsibility for the legal and regulatory oversight of Health & Safety within the School. It monitors the effectiveness of the implementation of the Health & Safety Policy and any associated procedures and will direct that it should be revised as and when necessary. The Board will also provide strong Health & Safety leadership, ensure decisions reflect the commitment to provide a safe environment for all, and seek the active participation of members of staff and pupils in improving Health & Safety.

The principal duties of the Board of Governors are to:

- prevent accidents and ill-health arising from the School's activities so far as is reasonably practicable
- ensure compliance with all relevant Health & Safety legislation
- ensure a safe environment is provided for all members of the School community
- actively promote the ongoing improvement of Health & Safety generally.

In response to these duties, the Board of Governors will ensure that:

- Health & Safety is given the appropriate level of attention by the Board and within the School commensurate with its strategic and operational importance
- sufficient and appropriate financial and other necessary resources are made available to meet Health & Safety requirements
- Heads of Departments and others in leadership/management roles are aware of their responsibilities in relation to the effective management of Health & Safety throughout the School and receive suitable training and instruction
- arrangements are in place to ensure that all staff are given adequate information, instruction, training and supervision to allow them to carry out their tasks safely
- the effectiveness of the School's management of risks associated with Health & Safety is assessed regularly

b. Head

The Head shall ensure that Health & Safety is given the prominence it warrants in all operational matters. In particular, she shall ensure that the Bursar is fully supported in exercising his executive responsibility for the day-to-day management of Health & Safety in the School and that the Board is properly informed of all relevant legal and regulatory matters.

c. Bursar

The Bursar bears executive responsibility for the management of Health & Safety on a day-to-day basis reporting both to the Head and to the Board of Governors via the Business Committee.

So far as is reasonably practicable, the Bursar shall:

- read and understand the Health & Safety Policy and ensure compliance with the prescribed arrangements across the whole School
- work closely with Heads of Departments and others in leadership/management roles to ensure risk reduction is promoted in all areas and disciplines of the School
- ensure that Health & Safety responsibilities are clearly defined and allocated to the appropriate members of staff including Heads of Departments and others in leadership/management roles and that everyone understands and accepts their responsibilities
- ensure all staff are adequately trained and experienced to fulfil their Health & Safety responsibilities
- supervise the operation of Health & Safety practices in key areas both within teaching and non-teaching departments
- monitor the effectiveness of management systems with regards to the estates, maintenance and administrative departments and to all areas of the curricular and co-curricular programmes
- ensure that the Health & Safety Policy is reviewed and updated on a regular basis and that the document is available to all members of staff
- ensure the School is adequately covered by both Public and Employers Liability Insurance and that risks are effectively managed in order to minimise any such liabilities
- Chair the Health & Safety Committee
- report as required to the Head and submit a formal Health & Safety report annually to the Board of Governors via the Business Committee

d. Heads of Departments and Other Leaders/Managers

Heads of Departments and other leaders/managers are responsible to the Bursar for the implementation of the School's Health & Safety Policy relating to the facilities and activities within their departments and/or areas of responsibility.

Their particular responsibilities include:

- reading and understanding the School's Health & Safety Policy and complying with the relevant prescribed arrangements
- being active members of the Health & Safety Committee where applicable
- monitoring the effectiveness of the Health & Safety Policy in relation to their departments and/or areas of responsibility and reporting to the Bursar as appropriate
- ensuring the co-operation of all members of staff within their departments and/or areas of responsibility with respect to the management of all relevant Health & Safety matters
- where relevant, undertaking and reviewing risk assessments (e.g. safe systems of work) for all work activities, including areas such as: use of machines and work equipment; COSHH; Noise; Hand Arm Vibration; Manual Handling; Working at Height
- ensuring that all members of staff in their departments and/or areas of responsibility understand their responsibilities and are given both the time and encouragement to fulfil them
- ensuring that all activities are carried out safely using the processes outlined in the relevant management systems, including the proper use of risk assessments
- consulting with the Bursar as necessary
- completing termly Health & Safety reviews.

e. Members of Staff

All members of staff, in whatever capacity, are responsible for ensuring that all agreed and necessary Health & Safety measures are observed and applied in relation to their particular responsibilities.

They should:

- read and understand the School's Health and Safety Policy and comply with the relevant prescribed arrangements
- inform, instruct and train staff and, where appropriate, pupils for whom they have responsibility, in the identification and avoidance of hazards and the safe performance of their work
- ensure that Health & Safety rules and procedures are observed including, where appropriate, with respect to the use of guards and other safety equipment, wearing of protective clothing, safe handling of hazardous substances, and observing COSHH assessments
- ensure that any unsafe practices are identified and appropriate remedial action is taken
- recommend any necessary improvements or changes to eliminate hazards and to identify and eliminate potential accidents
- continually stimulate a knowledge, interest and awareness of Health & Safety by discussions with colleagues and pupils as appropriate.

f. Health & Safety Committee

The Health & Safety Committee comprises the Bursar (Chair), the Head, Heads of Departments, Other leaders/managers as appropriate, and the external Health & Safety Adviser.

The duties of the Committee include:

- overseeing the implementation of the Health & Safety Policy
- assessing and leading the development of a 'safety culture' in the School, encouraging an understanding of the importance of Health & Safety and personal responsibility
- agreeing priorities and the responsibilities, timescales and resources required for the development of policies and procedures in order to comply with legislation and the promotion of best practice throughout the School
- directing and co-ordinating the development and revision of policies and procedures
- identifying matters that should be discussed with the Bursar, the Head and at Board of Governors meetings.

g. Health & Safety Adviser

The external Health & Safety adviser acts in an advisory capacity, communicating directly with the Bursar.

The adviser's responsibilities include:

- carrying out regular Health & Safety inspections and reporting the results to the Bursar who will present the findings to the Head and to the Board of Governors in his annual report
- providing expert Health & Safety advice as necessary
- ensuring the School is updated on any changes in Health & Safety legislation
- investigating incidents when required.

Ongoing Improvement

The School is committed to a plan of ongoing improvement, seeking to implement all items raised from annual audits, departmental inspections, risk assessments, incident investigations and changes to operating procedures.

This plan identifies:

- recommendations and priorities
- actions and the people assigned to implement them

- timescales and implementation dates. The plan shall be reviewed regularly by the Health & Safety Committee to ensure that recommendations are progressed and to amend actions and timescales where appropriate. The plan is updated when recommendations are implemented

Enforcing Authorities: The Health & Safety at Work Act is enforced by inspectors appointed by the Health & Safety Executive (HSE) which has the discretion to visit the School at any time to confirm that regulations are being properly applied. It is School policy that all members of staff co-operate fully with Enforcing Authority Inspectors, affording them such information as is necessary to carry out their duties.

Organisational Chart

