



RUGBY SCHOOL



BILTON  
GRANGE

PREPARATORY  
SCHOOL

## **Rugby School & Bilton Grange Health and Safety Policy**

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January 2024

## 1.0 INTRODUCTION

- 1.1 In accordance with the Health and Safety at Work etc. Act 1974, it is the priority of Rugby School Group UK (the Group) to secure the Health, Safety and Welfare of workers, students, and visitors within and to, the Group facilities and premises so far as is reasonably practicable.
- 1.2 The aim of this policy is to state the Rugby School Group UK procedure for Health and Safety that reflects good practice in the Group and complies with our statutory obligations in line with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and HSG65, the HSE’s guidance on Managing for Health and Safety.

## 2.0 SCOPE

- 2.1 This policy applies to all staff who work in the Rugby School Group UK and all associated subsidiaries of the Group at Rugby School, Bilton Grange and Little Grange Nursery.
- 2.2 This policy must be read by all staff of the Rugby School Group UK and must form part of the Employee Self Service (ESS) sign off.

## 3.0 RESPONSIBILITIES

<i>Owner</i>	<i>Responsible for</i>
Governing Body	Oversight of Health and Safety for the Group via the termly Risk, Compliance and Safeguarding committee. Ensuring policies and procedures exist to eliminate or reduce the risk to students, staff, and visitors of the School.
Chief Operating Officer/Headmaster/mistress of each School within the Group	Policy implementation.
Health, Safety & Fire Officer	Maintaining and reviewing H&S policy and procedures, day to day compliance, providing relevant H&S training and induction to new starters, supporting with, undertaking of, and maintaining risk assessments and audits, running the Safe Start programme.
Estates	Risk assessment of Estates activities. Health & Safety procedures provided to all contractors signing in on site. Statutory compliance of buildings.
Head of Department/ Housemaster/mistress/Houseparent – <b>Person in charge of the building</b>	Nominating a Deputy Person in Charge within the department. Ensuring all department staff are aware of the Deputy Person in Charge. Maintaining department Health and Safety board. Nominating a H&S representative for the department. Workplace Risk Assessment with support from Health, Safety and Fire Officer.
Deputy House Master/Mistress/ Assistant Houseparent	H&S representative.
Matron	H&S representative.

Health and Safety representative	Liaise with Health, Safety and Fire Officer termly to escalate or raise H&S issues within the department, to be taken to H&S committee.
All Staff	Work to Group guidelines when completing tasks, undertake appropriate training as requested, use safe systems of work and PPE as provided. Escalate H&S issues promptly via the correct channels. Report all incidents as witnessed and/or as necessary.

#### 4.0 IDENTIFICATION OF HEALTH AND SAFETY NEEDS

4.1 All departments and boarding houses within the Group are subject to Workplace Risk Assessment and/or COSHH risk assessment where chemicals are used, completed by the Head of Department or their Deputy and reviewed by the Health, Safety and Fire Officer. These are reviewed at least annually, and in response to significant or material changes that affect the level of risk to a noticeable degree Risk assessments are always reviewed following an incident.

4.2 Workplace Risk Assessment will identify, but is not limited to, the following:

- A description of the location and the type of work taking place there
- Workplace equipment, devices, and systems
- Ventilation, temperature, lighting and noise
- Cleanliness, waste materials, sanitary convenience
- Workstations and seating
- Condition of floors, stairs, traffic routes, doors, gates, and walls
- Objects that could fall or contribute to a slip, trip, or fall, and activities that could cause a fall from height.
- Windows, skylights, and ventilators
- Lifts, escalators, and moving pathways, vehicles and equipment
- Facilities for washing, changing, resting, eating meals, drinking water.
- Gas/electrical installation
- Means of escape and signage
- Significant findings, remedial actions, existing and additional controls required.

4.3 COSHH risk assessment will identify, but is not limited to, the following:

- The work process and location of work carried out.
- The person/s at risk
- The substance involved and category of danger.
- Hazard type and route of exposure
- Workplace exposure limits (WELs)
- Risks identified and control measures required.
- Health surveillance requirements
- First Aid measures and Safety Data Sheets
- Storage and disposal
- Risk rating per substance.

- 4.4 Significant findings are documented and used to create Safe Systems of Work, including but not limited to Normal Operating Procedures, Method Statements, and the provision and use of Personal Protective Equipment (PPE). This information is held centrally by the Health, Safety and Fire Officer, available to the department via the Health and Safety Portal on Lander homepage.

## **5.0 IMPLEMENTATION OF HEALTH AND SAFETY NEEDS**

- 5.1 Rugby School Group UK adopts the HSE guidance, Managing for Health and Safety (HSG65) in accordance with best practice and as a framework to comply with their legal obligations in line with the Health and Safety at Work etc. Act 1974
- 5.2 HSG65 achieves a balance between the systems and behavioural aspects of Health and Safety and is an acceptable management system for the size and nature of the organisation.
- 5.3 Certification is not required for HSG65, and the Group demonstrates compliance through the Health and Safety Strategic Pillars and internal Health and Safety programme ‘*Safe Start*’ (*Appendix 1*).
- 5.4 The Group’s Health and Safety Strategic Pillars and Safe Start programme incorporates HSG65’s continuous improvement cycle; Plan, Do, Check, Act and ensures the following:
- Measures are taken to plan robust policies and procedures.
  - Risk profiling occurs.
  - Policies and procedures are implemented.
  - Health and Safety performance is measured, reviewed, and managed.
  - Lessons learned influence the necessary change for improvement.
- 5.5 Any person joining the Group as an employee will receive a general Safe Start Induction followed by a Department Specific Health and Safety Induction, where instruction and training around Safe Systems of Work is shared as necessary. This is managed and documented via HR.

## **6.0 HEALTH, SAFETY AND FIRE OFFICER**

- 6.1 The Health, Safety and Fire Officer for the Group can be contacted on extension 308.
- 6.2 The Health, Safety and Fire Officer on behalf of the Governing Body and working with Heads of Department and Boarding House Staff, is responsible for ensuring that:
- 6.2.1 The Health and Safety Policy for the Group is reviewed annually and updated as required.
- 6.2.2 Risk Assessments for all Boarding Houses and Departments within the Group are kept under regular review, at least annually and in response to significant or material changes that affect the level of risk to a noticeable degree and following any incident.
- 6.2.3 Day to day compliance with policies and procedures, including oversight and audit of the Safe Start programme.
- 6.2.4 Relevant and up to date Health and Safety information is available to the Group, including students, employees, visitors, and contractors.

- 6.2.5 All staff are provided with appropriate Health and Safety training and instruction, including Safe Start Health and Safety induction and refresher training where required.
- 6.2.6 All Heads of Department, House Masters/Mistresses/Houseparents and Deputies are supported with the risk assessment process, and these are reviewed where necessary prior to finalisation.
- 6.2.7 A termly Health and Safety report is submitted to the Risk, Compliance and Safeguarding committee to provide oversight of current Health and Safety performance to the Governing Body, with whom ultimate responsibility rests. Lessons learned, such as incident trends and breaches of policy are discussed and fed back into Health and Safety procedures for the Group, to support a continuous cycle of improvement.

**7.0 ESTATES DEPARTMENT**

- 7.1 Estates department are responsible for all statutory Health and Safety compliance within buildings, in line with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other site-specific applicable regulations.
- 7.2 All statutory compliance will be logged digitally and held centrally within Estates for the purpose of audit trail. The current system used for this is Job Logic.
- 7.3 All contractors to the Rugby School site must sign in and out at the Estates department in Horton Crescent, where they are issued with a visitors’ badge that must always be worn whilst they are on School property.
- 7.4 All contractors to the Bilton Grange and Little Grange Nursery site must sign in and out at the Bursary, next to the Maintenance workshop, where they are issued with a visitor’s badge that must always be worn whilst they are on School property.
- 7.5 Contractors are made aware of Health and Safety procedures within the place they are working by the staff member in charge of their booking, prior to beginning work there including information on high risk or out of bounds areas and being accompanied in some areas in line with the Safeguarding policy.
- 7.6 All contractors to the Group have current and valid Enhanced DBS checks, and this is managed via the Estates department at Rugby School for all sites across the Group, via the PA to the Estates Director.

**8.0 PERSON IN CHARGE (of the building)**

- 8.1 The Person in Charge is as listed below or the person nominated to take charge of the building during their absence, as Deputy.

<i>School</i>	<i>Boarding</i>	<i>Department</i>
Rugby School	House master/mistress	Head of Department
Bilton Grange		

Prep  Pre prep	Assistant Head of Boarding	<b>Head of Department</b> <i>Or the most senior person available</i> Assistant Head pre-prep
Little Grange Nursery	N/A	Nursery Manager

- 8.2 The Person in Charge is responsible for ensuring compliance with the Safe Start programme on a termly basis (*Appendix 1*), including but not limited to the allocation of a Health and Safety representative for the department, or in the case of Bilton Grange, collective Departments.
- 8.3 The Person in Charge or their Deputy will undertake necessary risk assessments for the department, with support from the Health, Safety and Fire Officer, and act on the risks identified to eliminate or control them by way of Safe Systems of Work, Normal Operating Procedures, and provision of Personal Protective Equipment.
- 8.4 The name of the Person in Charge and his/her Deputy will be clearly stated on the Health and Safety notice board within each department, or in the case of Bilton Grange and Little Grange, other designated areas, which is subject to termly audit by the Health, Safety and Fire Officer.
- 8.5 The Person in Charge will ensure that their Deputy understands the responsibilities of the role in his/her absence and is aware of when they are required to step in as the Person in Charge.
- 8.6 All new staff members to a department will receive a department specific Health and Safety Induction via the Person in Charge or their Deputy, following the initial Safe Start Induction from the Health, Safety and Fire Officer.

## 9.0 HEALTH AND SAFETY REPRESENTATIVES

- 9.1 All departments will have a Health and Safety representative that is decided upon by the department members.
- 9.2 Health and Safety representatives will liaise with their teams on a termly basis, to understand Health and Safety concerns and report this to the Health, Safety and Fire Officer, who will raise these concerns at the Health and Safety committee.
- 9.3 The Health, Safety and Fire Officer will ensure that all Health and Safety reps can raise concerns prior to any committee meetings and will update them of all progress and any outcomes post committee meetings.
- 9.4 The names of Health and Safety representatives will be clearly stated on the relevant poster used by the Group and made available to all department members and visitors via the Health and Safety notice board.

## **10.0 ALL STAFF**

- 10.1 Any person discovering a Health and Safety risk will alert their Health and Safety representative immediately, who will take steps to rectify the issue until advice from the Health, Safety and Fire Officer can be sought.
- 10.2 All staff will undertake Health and Safety training, including Safe Start procedures, upon induction to the Group, and following any significant changes to policy or protocol. This will be monitored via HR and managed by the Health, Safety and Fire Officer. Ongoing training needs will be identified and addressed during the termly Safe Start programme.
- 10.3 All staff members have a responsibility to report incidents that they witness or are first on the scene to, via the Incident form on Lander homepage, as per the First Aid policy.

This information is gathered electronically and reviewed by the Health and Safety team to determine the following:

- Further investigation required.
- Further escalation required, i.e., RIDDOR reporting.
- Preventative and corrective measures are put into place.
- Monitoring and analysing of trends and repeat occurrences.
- Reporting lessons learnt to the Risk, Compliance and Safeguarding committee and feeding this back into procedures.

## **11.0 POLICY OWNER**

- 11.1 Health, Safety and Fire Officer.
- 11.2 Operations Department.

## **12.0 RELATED POLICIES AND GUIDANCE**

- 12.1 The Health and Safety at Work etc. Act 1974
- 12.2 The Management of Health and Safety at Work Regulations 1999
- 12.3 HSG65 Managing for Health and Safety
- 12.4 Safe Start Protocol, Rugby School Group Health and Safety Programme

## **13.0 FURTHER INFORMATION**

Further information about this policy can be obtained from the Health, Safety and Fire Officer on [rsw@rugbyschool.net](mailto:rsw@rugbyschool.net).