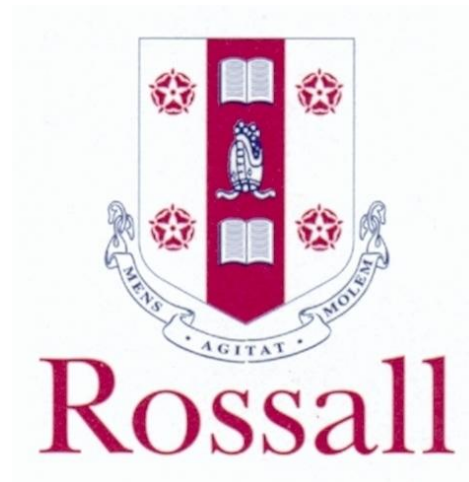


# Health and Safety Policy



**Rossall School**

**Broadway, Fleetwood, Lancashire  
FY7 8JW**

**Prepared by: Des Baker  
Health & Safety Manager  
Rossall School**

**Date: October 2011**

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## 1. Introduction

The Health and Safety Policy is a framework document that is to be used in conjunction with other individual documents which detail the application of the Policy within the School. Additional or revised policies, procedures and other information which relate to specific issues or activities will be issued and will be incorporated into this document as part of the annual review process.

The Rossall School Health and Safety Policy is divided into three sections:

### **A. General Statement**

This is a statement of Rossall School policy on the health, safety and welfare of staff, pupils, contractors, visitors and others who may be affected by the undertakings of the School.

### **B. Organisation and Responsibilities**

This section demonstrates the organisational structure of the School in relation to the management of health and safety and the implementation of the Policy within the School. It also details the responsibilities of groups within the School in relation to health and safety issues.

### **C. Arrangements for Implementation**

This section sets out the arrangements for the implementation of the Health and Safety Policy within the School and is supported by:

1. Safety policies and procedures – which must be followed by every School and Department.
2. Guidance – guidance related to specific activities and issues.
3. Information – health, safety or welfare information of a more general nature.

The Health and Safety Policy will be made available to all staff through the School intranet site at Y:\Health and Safety, by request from the Health & Safety Manager and as a hard copy in the Policies and Procedures folder which is kept in Common Room.

All Rossall staff are required to comply with any safety instructions in the Policy that are relevant to their role. Others to whom the policy applies (e.g. contractors or visitors) will be given relevant information from the Health and Safety Policy via the Health and Safety Manager.

## **2. Health and Safety Statement by Headmaster**

As Headmaster of Rossall School I am committed to this Health and Safety Policy and to the implementation and maintenance of the highest standards of health, safety and welfare across the School.

Together with members of the Council and the Senior Management Team we will ensure that Rossall School complies with all relevant health and safety legislation and authoritative guidance and continually strives for improvement in health and safety management.

I expect every member of the School to share this commitment and to work together to achieve it.

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**Dr Stephen Winkley,**

**Headmaster,**

**Rossall School**

### **3. General Policy Statement**

The Council, through the Headmaster, the Health & Safety Manager and members of Rossall School senior management will, as far as is reasonably practicable:

- 3:1 Provide and maintain a safe and healthy environment, with a safe means of access and egress, for all School staff, pupils, visitors and contractors whilst they are on School premises.
- 3:2 Control workplace hazards by assessing risks to staff, pupils, visitors and contractors on School premises or on School business and establish suitable and sufficient risk control measures. The significant findings of such assessments will be recorded. Particular attention will be given to the needs of Young Persons i.e. those who have not reached 18 years of age and new and expectant mothers.
- 3:3 State in writing the appropriate responsibilities of all school staff to ensure the health and safety of all persons on School premises and to minimise damage to property.
- 3:4 Provide adequate information, instruction, training and supervision for staff and pupils, as appropriate, to ensure that safe systems of work and study are maintained.
- 3:5 Provide First Aid treatment for staff, pupils, visitors or contractors who are injured or become ill on Schools premises.
- 3:6 Consult with employees on matters affecting their health, safety or welfare through the School Health and Safety Committee, and any other such bodies as may be appropriate.
- 3:7 Ensure the School is compliant with the requirements of all relevant health and safety legislation, approved codes of practice, guidance and standards.
- 3:8 Provide safe plant and equipment, maintained in safe working order, and develop safe systems of work for all staff and pupils as appropriate.
- 3:9 Support the implementation of the Health and Safety Policy through the provision of adequate financial and physical resources.

3:10 Make arrangements for the safe use, handling, storage, disposal and transportation of all substances.

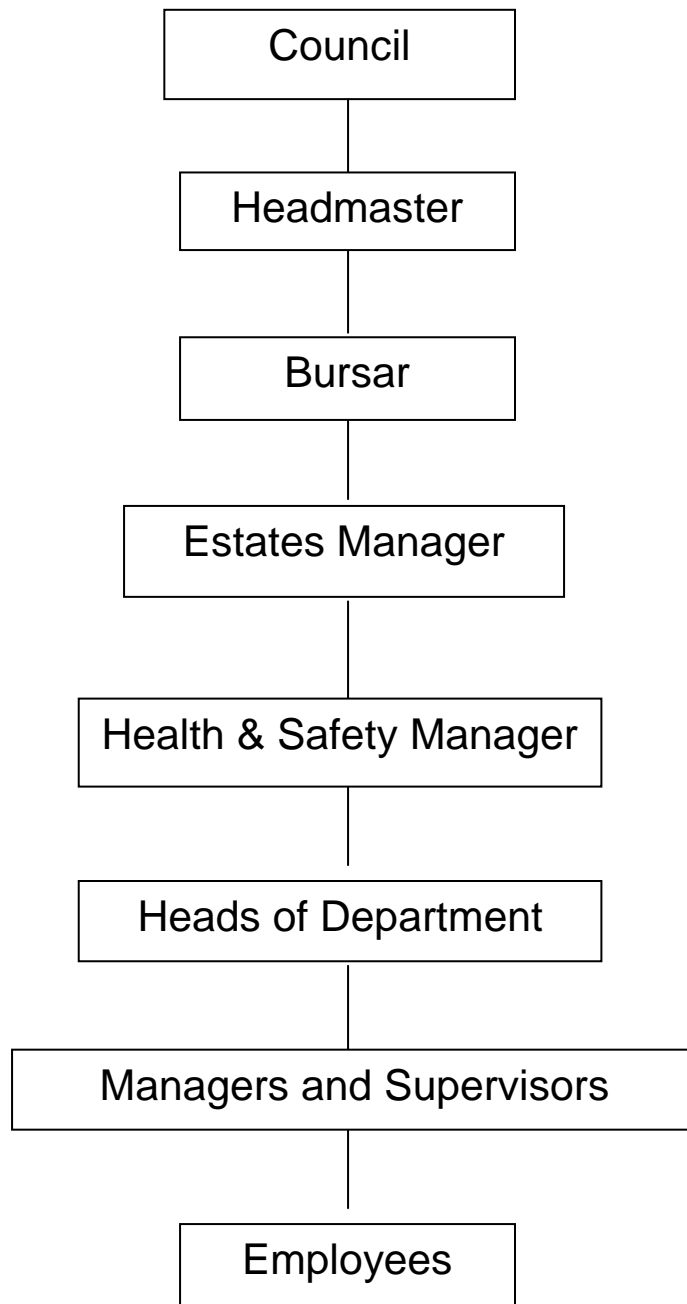
3:11 Review the Health and Safety Policy annually and make appropriate revisions in order to promote continuous improvement in policy and practice. Revisions will be brought to the attention of all staff.

Signed on behalf of the Council by: \_\_\_\_\_

Date: \_\_\_\_\_

## 4. Organisation and Responsibilities

### Health and Safety Organisation Chart



The organisation chart overleaf illustrates the Health and Safety Management Structure within the School.

The Health and Safety Committee is chaired by the Bursar. If required the Bursar will refer health and safety matters to the Council (through Executive Committee), Headmaster or other members of the Senior Management Team for ratification before being implemented.

Managers within the organisation are responsible for ensuring implementation and compliance within their area of control.

## **Responsibilities**

### **Council**

The Council of the Corporation of Rossall School has overall responsibility for health and safety within the School.

The Council has delegated a Senior Manager, the Bursar, to be responsible for ensuring that the objectives of the Health and Safety Policy are achieved.

The Council will annually review this Health and Safety Policy and authorise the incorporation of those proposed amendments of which it approves.

The Council requires an annual report on Health and Safety to be tabled for its consideration.

The Council accepts responsibility for ensuring that the School allocates sufficient resources in terms of staff training and funds to fulfil its legal obligations and the standards set out in this policy.

### **Bursar**

The Bursar is the senior employee with designated responsibility for Health & Safety.

The Bursar is responsible to the Council, via the Headmaster, for all Health and Safety matters, including:

- Organising and chairing a meeting of the Health and Safety Committee.
- Ensuring that the duties allocated to the Health & Safety Manager are being carried out.

## **Health & Safety Manager**

The Health and Safety Manager provides specialist knowledge and advice to staff at all levels within the School. The Health and Safety Manager is reportable to the Bursar through the Estates Manager.

The Health & Safety Manager's overall responsibilities are:

- (i) to co-ordinate the formulation, monitoring and implementation of the School's Health & Safety Policy
- (ii) to ensure that the School complies with the requirements of relevant health and safety legislation
- (iii) to deal with the School's Health & Safety matters on a day-to-day basis.

## **Heads of Departments, Managers and Supervisors**

Shall be responsible for Health and Safety within their area of control. Heads of Departments will ensure that all employees under their control comply with the policies and procedures set out in this document.

Shall ensure that, on a day-to-day basis, Health and Safety standards are maintained and that employees are not placed at risk. Where they are in doubt they should seek advice from the Health & Safety Manager or Bursar.

In particular Heads of Department will be responsible for:

- ensuring that their staff use the correct procedures including guards or control measures.
- ensuring that their staff wear the appropriate personal protective clothing.
- keeping their area of the workplace clean and tidy and without obstructions or other potential causes of slips, trips and falls.
- adequately supervising staff to ensure that they do not exceed their experience, knowledge and training.
- giving appropriate instruction and training to their staff in relation to Health, Safety and Welfare.
- answering promptly queries from staff or referring the matter to the appropriate person.

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- ensuring that equipment used by staff is maintained in a safe condition.
- setting an example to staff in all matters relating to Health and Safety.

Shall notify both the Health & Safety Manager and Bursar in the case of a serious accident or circumstances which could necessitate normal proceedings being suspended.

Shall be responsible for the Health, Safety and Welfare of employees within his/her area of control.

Shall regularly consult employees as and when necessary to identify matters relating to their Health and Safety that need to be addressed.

Shall inform and instruct their assistants to ensure that they are capable of identifying hazards and risks to Health and Safety, dealing with accidents and taking preventative action.

Shall monitor for safe practice the conduct of maintenance in any area for which they exercise responsibility and for any contractor or visitor to their area.

In carrying out the above duties Heads of Departments will apply to the Bursar for the necessary training and information to fulfil their responsibilities.

Shall assist in the production and review by the Health & Safety Manager and Bursar of risk assessments relating to their responsibilities, in accordance with the Management of Health and Safety at Work Regulations 1999.

Shall, in conjunction with the Bursar and Health & Safety Manager, be responsible for dealing with officials from the Health and Safety Executive, Fire Authority, Insurance Companies, Local Authorities and any other such official bodies in relation to Health and Safety in their areas.

Shall assume any appropriate additional Health and Safety responsibilities determined by the School.

## **Employees**

Employees have responsibilities in both criminal law and common law not to endanger themselves or others whilst undertaking their work. In addition, employees have a responsibility under their contract of employment.

The legal responsibilities are defined principally in the Health and Safety at Work, etc. Act (HASAWA) 1974 and in the Management of Health and Safety at Work Regulations

(MHSWR) 1999. These responsibilities are covered at during induction training and in further training as required.

They are reproduced in full below:

HASAWA Section 7: General duties of employees at work. It shall be the duty of every employee while at work:

- (a) to take responsible care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work;

and

- (b) as regards any duty or requirement imposed on his employer or any other person by or under the relevant statutory provisions, to co-operate with them so far as is necessary to enable the duty or requirement to be performed or complied with.”

MHSWR Regulation 12 Employees duties –

(1) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided by their employer in accordance both with any training in the use of equipment concerned which has been received by them and the instructions respecting that use which have been provided by them by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.

(2) Every employee shall inform his employer or any other employee of that employer with specific responsibility for the Health and Safety of their fellow employees:

- (a) of any work situation which a person with the first mentioned employee’s training and instruction would reasonably consider represented a serious and immediate danger to Health and Safety; and

- (b) of any matter which a person with the first mentioned employee’s training and instruction would reasonably consider represented a shortcoming in the employer’s arrangements for Health and Safety in so far as that situation or matter either affects the Health and Safety of that first mentioned employee or arises out of or in connection with their own activities at work, and has not previously been reported with this paragraph.

Employees are required to have regard to their own Health and Safety and equally to look after the Health and Safety of others who might be affected by what they might or might not do.

Employees in particular are required to:

- follow the arrangements and information contained in this Health and Safety Policy and any other guidance or training given by the School.
- observe and have regard to the various signs and notices displayed on the School premises.
- use personal protective equipment provided by the School appropriately.
- in cases of doubt seek guidance from his or her Head of Department, the Bursar or the Health & Safety Manager.

Comply with any control measures laid down within the risk assessments appropriate to their areas of work.

Report any hazards or defects to his or her Head of Department immediately.

## **5. Arrangements for Implementation**

### **5.1 Policy Formulation**

The Health and Safety Committee normally ratifies any new health and safety policies and procedures written by the Health & Safety Manager and agrees any proposed amendments to the Health & Safety Policy.

These are presented to the Health and Safety Committee for consultation and to the Senior Management Team for management scrutiny. If necessary, Policy amendments go before a full meeting of the Council for final ratification and approval.

### **5.2 Consultation and Communication**

The Health and Safety Committee provides a forum to promote consultation and communication between the Council and senior School management and all employees of Rossall School. The Committee meets once a Term.

Health, safety and welfare guidance and information is distributed to all staff by the Health & Safety Manager via email. The Health and Safety Manager will also issue health and safety guidance to pupils, visitors and contractors as and when required.

The Health & Safety Manager ensures that current information on health and safety matters and legislative changes is available to School management through regular access to the Health and Safety Executive website and through membership of the Institution of Occupational Safety and Health.

### **5.3 Competence**

Training needs are identified through the risk assessment process, through the findings of health and safety audits, through individual performance appraisals and by self-identification through the completion of Inset Request Forms.

## **5.4 First Aid**

Primary First Aid cover is provided by the two School Nurses who are based in the Medical Centre. There is also a doctor available on site most mornings.

Selected members of staff who have undergone a period of training and have been issued with the relevant Certificate in accordance with the Health and Safety (First Aid) Regulations may also be called upon to give first aid as and when required.

The Health and Safety Manager is responsible for ensuring that a suitable number of qualified First Aiders is maintained.

A list of qualified First Aid staff is maintained by the Medical Room, Health and Safety Manager and the Human Resources department and, as appropriate, held in Schools, Departments and Support Service areas.

Individual risk assessments for students or staff with pre-existing serious medical conditions are undertaken by the Medical Centre with input from the Health and Safety Manager if required.

First Aid boxes are located throughout the School. Medical Centre nurses are responsible for ensuring that First Aid boxes remain appropriately stocked at all times.

## **5.5 Risk Assessment**

In accordance with The Management of Health and Safety at Work Regulations 1999 the School has a duty to ensure that an assessment of the risks to health and safety is carried out and if necessary appropriate controls are implemented.

Specific risk assessments to cover both curriculum activities and work tasks are required if the level of risk involved is considered to be more than 'Low'.

Persons especially at risk include Children and Young People, New and Expectant Mothers and Staff / Pupils with Special Needs or Disabilities. In some cases individual Risk Assessments may be required.

The need for health surveillance will be identified through the Risk Assessment process.

It is the responsibility of each Head of Department and / or Support Service area Manager to ensure that 'suitable and sufficient' risk assessments (which take account of all the significant hazards inherent in the work within their area of responsibility) are carried. The person carrying out such risk assessments must be competent to do so.

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Risks that require an assessment include:

1. Hazardous Substances (COSHH Regulations)
2. Fire (in accordance with the Rossall School Fire Safety Policy)
3. Machinery and Equipment
4. Hazardous Substances
5. Children and Young People
6. Educational Visits and School Trips
7. Working at Height
8. Work with Radiation
9. Noise
10. Manual Handling
11. Maintenance work including work with electricity and gas
12. Educational Visits and School Trips
13. Work with Display Screen Equipment (computers)
14. Asbestos
15. Lone Working
16. Premises, Equipment and Environment

This is not an exhaustive list. Guidance on producing a Risk Assessment is available from the Health & Safety Manager and standard templates for some areas are stored electronically in the Health and Safety folder on the School intranet Y Drive (Y:\Health and Safety)

Risk Assessments will be reviewed and amended if necessary after 3 years in use or sooner if there are any significant changes; for example through the introduction of new equipment or changes to working methods.

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Following an accident the appropriate Risk Assessment will be reviewed and amended as part of the accident investigation.

## **5.6 Protection of Children and Young People**

Rossall School has a duty of care to take:

All reasonable measures to minimise the risk of harm to children and young people.

Appropriate actions to address concerns relating to the health, safety or welfare of a child or young person.

A Risk Assessment template and guidance on hazards associated with young people are stored electronically as YPRA1 Young Persons RA and YPRA2 Young Persons Hazards in the Health and Safety folder on the School intranet Y Drive (Y:\Health and Safety). Further information and guidance is available from the Health & Safety Manager.

Rossall School is committed to implementing effective procedures for the protection of children and young people.

The school has nominated the Head of Junior, Infant and Nursery Schools, Katie Lee as Child Protection Officer. Further details may be found in the Rossall School Child Protection Policy which is available on the Rossall Website and on the Y Drive.

## **5.7 Educational Visits and School Trips**

All trips away from the School must be covered by a Risk Assessment in accordance with the Rossall School 'Health & Safety Policy for Pupils on Educational Visits'. Risk Assessments are required for: 'Sports Fixtures' (Form 1A), 'Off Site Visits' (Form 1B), 'Residential, Educational or Adventurous Off-Site Visits' (Form 1C) and for 'Overseas Visits' (Form 1D).

An electronic copy of the Health & Safety Policy for Pupils on Educational Visits is available to all staff through the School intranet site at Y:\Health and Safety and as a hard copy in the Policies and Procedures folder which is kept in Common Room.

## 5.8 Emergency preparedness and response

The Fire Safety Policy, available as an electronic copy through the School intranet site at Y:\Health and Safety and as a hard copy in the Policies and Procedures folder which is kept in Common Room, details how the School meets the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Fire Safety is covered in Health & Safety Induction training delivered to all new starters and to Contractors working at the School.

In accordance with Fire Safety Legislation two Fire drills will be carried out per year. In practice Fire Drills are normally held once a Term for each of the Boarding Houses and once a year a full School practice emergency evacuation is held.

The fire alarm and emergency lighting systems and fire extinguishers are inspected and maintained on an annual contract.

### Emergency Procedure

If the Fire Alarm sounds:

Evacuate the building. Leave the  
Fire Control Panel on full alarm until the issue has been identified. Call out the Fire  
& Rescue Service if a fire has been found.

DO NOT enter the building until you are told it is safe to do so by a Fire Warden.

Call a Rossall School Caretaker on: 07792 177456 to reset the Fire Control Panel and test the system if it is found to be a false alarm.

### FOR FIRE EMERGENCY CALL: (9) 999

#### If you smell gas:

Turn off the gas supply at the supply valve.

Extinguish any naked flames.

Open windows and doors to ventilate the area.

Do not smoke.

Do not turn any electrical equipment including light switches on or off.

Call a Rossall School Caretaker on: 07792 177456

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## **Serious and Imminent Danger**

The school has in place procedures for fire and emergency evacuation as identified above and other more specific emergency arrangements are in place e.g. based on COSHH assessments in the Science Department.

However, staff are authorised to stop work and proceed to a place of safety, if in the light of their knowledge and experience, they consider they are being exposed to serious, imminent or unavoidable danger. Once at a place of safety they should immediately report the matter to their line manager. Teaching or any form of work should not restart until the line manager or other senior manager has given permission.

## **Emergency Contacts**

A list of contact details is available as Appendix 2 of this Policy.

## **5.9 Work Equipment**

The School operates safe systems of work and procedures for maintaining work equipment. The HSE document 'Safety Precautions for Work on Plant and Equipment' sets out requirements for the preparation of Method of Work statements and the procedures for making equipment safe for maintenance and repair. This is supplemented by pro-forma for assessing compliance of work equipment and for Method of Work Statements.

## **5.10 Use of School Transport**

Some members of Estates Department Staff are required to drive School owned vehicles such as the Housekeeping Department van, the Catering Department van and the Maintenance Department tipper truck. These members of staff hold full UK Driving Licenses and are required to provide a photocopy of their License to the Health & Safety Manager.

School minibuses are operated in accordance with the Use of School Minibuses Procedure available as an electronic copy on the School intranet site at Y:\Health and Safety. The procedure requires that all members of staff who drive a School minibus must provide a photocopy of their Driving License to the Health & Safety Manager, must be over the age of 21 and must have received MIDAS minibus training.

### **5.11 Control of Substances Hazardous to Health (COSHH)**

All hazardous substances must be stored, handled and used in accordance with School procedures. COSHH Assessments are undertaken and the users of the products are made aware of the findings and any personal protective equipment deemed necessary is provided.

### **5.12 Occupational Health**

The School will identify through the Risk Assessment process, activities which might affect the health of pupils and staff.

Examples of occupational health hazards are:

Dermatitis

Noise

Display Screen Equipment use

Stress

Occupational asthmagens and respiratory sensitizers

### **5.13 Accident, incident and near miss reporting, recording and investigation**

All accidents, incidents and near misses should be reported using an Accident Report Form readily available across all areas of the School.

The requirement to report all accidents is covered in Health & Safety Induction training delivered to all new starters and to Contractors working at the School. This requirement is also made known to existing teachers at Inset days.

All accident statistics are recorded and reported on by the Health & Safety Manager at each Health & Safety Committee meeting.

Some accidents may need to be investigated to identify the underlying causes and to enable remedial and preventative action to be taken. The Health & Safety Manager undertakes all accident investigations using the AIF1 Accident Investigation Form an electronic copy of which is available on the Y drive.

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Certain incidents are reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995(RIDDOR). All RIDDOR reports are submitted by the Health and Safety Manager.

The Health and Safety Manager will inform the Health and Safety Committee of any RIDDOR reportable incidents at each Health & Safety Committee meeting.

## **6. Audit, Monitoring and Review**

The following information describes the arrangements in place within the School for the auditing and monitoring of health and safety performance. The purpose of these arrangements is to ensure the continuing effectiveness of any health and safety systems in place within the School.

### **Audits**

An audit of the whole School is undertaken by the Health & Safety Manager annually.

Monthly audits of fire safety arrangements within the School are undertaken by School Fire Wardens.

The Health & Safety Manager may undertake an audit of a particular area of the School if concerns have been raised or identified, for example following an accident.

### **Supervision**

On a day-to-day basis all employees of the School who supervise or manage other staff or pupils have a responsibility to ensure, so far as is reasonably practicable, that work is carried out in accordance with the policies of the School. They must also ensure that work is conducted in a manner which minimises the risks to the health and safety of those who may be affected, so far as is reasonably practicable.

### **Health and Safety Inspections**

Periodically the Health & Safety Manager conducts on-spec inspections of particular areas within the School if concerns have been raised or identified, for example following an accident.

### **Monitoring and Review**

The effectiveness of health and safety management within the School is monitored and reviewed through:

The annual reviewing of Risk Assessments and the implementation of Policies and Procedures related to health and safety.

The analysis of accident, incident and near miss statistics by the Health & Safety Manager and the Health & Safety Committee.

The provision of an Annual Report from the Bursar to the Council detailing the health and safety position within the School and progress to date against the requirements of the Health and Safety Policy.

## Appendix 1 Health and Safety Risk Register

Key Risks	Probability (1-5)	Impact (1-5)	Risk (1 – 25)	Consequences	Controls/Action	Responsibility
Abduction or escape of pupil	2	5	10	Loss of life or serious injury. Litigation. Damage to reputation	Supervision, instruction and registration systems	Headmaster / Houseparents / Events & Activities Organiser / Class Teacher
Drowning of unsupervised pupil in sea	2	5	10	Loss of life. Litigation. Damage to reputation	Supervision, instruction and registration systems	Headmaster / Houseparents / Events & Activities Organiser / Class Teacher
Major Fire	3	5	15	Loss of life or serious injury. Litigation. Damage to reputation	Keep under review	Bursar/Estates Manager/ H&S Manager
Asbestos risk	2	4	8	Loss of life. Litigation. Damage to reputation	Keep under review	Bursar / Estates Manager / H&S Manager
Electrocution risk	1	5	5	Loss of life. Litigation. Damage to reputation	Keep under review	Bursar/Estates Manager/ H&S Manager
Legionella risk	3	4	12	Loss of life. Litigation. Damage to reputation	Keep under review	Bursar/Estates Manager/ H&S Manager
Food poisoning risk	1	4	4	Loss of life or ill health. Litigation. Damage to reputation	Keep under review	Bursar/Catering Manager/ Estates Manager / H&S Manager
Accident in swimming pool	1	4	4	Loss of life or serious injury. Litigation. Damage to reputation	Keep under review	Bursar/Estates Manager/ H&S Manager / Swimming Pool Supervisor / Swimming Pool staff
Pedestrian accident caused by vehicle on school site	3	4	12	Loss of life or serious injury. Litigation.	Leadership Group review of arrangements	Leadership Group / Bursar / Estates Manager / H&S Manager / Vehicle users on site

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Key Risks	Probability (1-5)	Impact (1-5)	Risk (1 – 25)	Consequences	Controls/Action	Responsibility
				Damage to reputation		
Accident in School minibus	2	5	10	Loss of life or serious injury. Litigation. Damage to reputation	Keep arrangements under review	Bursar / Estates Manager / H&S Manager / Events & Activities Organiser / Minibus Drivers
Accident on activities/school trip	3	4	12	Loss of life. Litigation. Damage to reputation	Review arrangements	Headmaster / Deputy Headmaster / Bursar / Events & Activities Organiser
Failure to comply with Health & Safety legislation	2	5	10	Loss of life or serious injury. Litigation. Damage to reputation	Monitoring and action by H & S Manager	Bursar / Estates Manager / H&S Manager
Ineffectiveness of Health & Safety Policy and arrangements	2	5	10	Loss of life or serious injury. Litigation. Damage to reputation	Monitoring and action by H & S Manager	Bursar / Estates Manager / H&S Manager
Lack of strategy to maintain compliance with changing Health & Safety legislation	2	4	8	Litigation. Damage to reputation	Keep under review	Bursar / Estates Manager / H&S Manager
Lack of ownership by staff of Health & Safety policies and arrangements	2	5	10	Loss of life or injury. Litigation. Damage to reputation	Keep under review	Bursar / Estates Manager / H&S Manager
Lack of appropriate funding for the Health & Safety function	2	5	10	Loss of life or injury. Litigation. Damage to reputation	Keep under review	Bursar / Estates Manager / H&S Manager
Lack of resources to appropriately supervise out of School visits	2	5	10	Loss of life or serious injury. Litigation. Damage to reputation	Keep under review	Bursar / Estates Manager / H&S Manager
Lack of staff training in key areas of Health & Safety	2	5	10	Loss of life or serious injury. Litigation. Damage to reputation	Keep under review	Bursar / Estates Manager / H&S Manager

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Key Risks	Probability (1-5)	Impact (1-5)	Risk (1 – 25)	Consequences	Controls/Action	Responsibility
Enforcement action from Health & Safety Executive	2	4	8	Litigation. Damage to reputation	Keep under review	Bursar / Estates Manager / H&S Manager
Failure to implement effective stress management arrangements at the School	2	4	8	Ill health. Litigation. Damage to reputation	Keep under review	Bursar / Estates Manager / H&S Manager
Failure to effectively contain the major outbreak of an infectious disease at the School	2	5	10	Loss of life, ill health. Litigation. Damage to reputation	Review arrangements	Bursar / Estates Manager / H&S Manager



## **Appendix 2 Emergency Contacts**

**In the event of an emergency please keep the Deputy Headmaster informed by telephoning: 01253 774238 or 0759 5039163 after hours.**

**Police: (9) 01253 876 6110 or (9) 999**

**Fire & Rescue Service: (9) 999**

**Ambulance Service: (9) 999**

**Evening Security: Northern Security Ltd mobile: 07776 253319**

**Out of Hours Emergency Contact: Caretakers: 07792 177456**