

# HEALTH AND SAFETY POLICY STATEMENT



**Merchant Taylors'**  
School

<b>Responsibility for Policy:</b>	Board of Governors/Directors
<b>Relevant to:</b>	All pupils, staff, users of and visitors to the Merchant Taylors' Schools
<b>Approved by:</b>	Board of Governors
<b>Responsibility for document review:</b>	Board of Governors
<b>Original effective date:</b>	September 2019
<b>Date(s) modified:</b>	July 2021
<b>Next review date:</b>	July 2023

## **RELEVANT DOCUMENTS**

Health and Safety at Work Act 1974  
Management of Health and Safety at Work Regulations 1999

## **RELATED POLICIES AND DOCUMENTS**

Management Code of Practice MCP01 - Organisation for the Implementation of the Health and Safety Policy  
Management Code of Practice MCP02 - Arrangements for the Implementation of the Health and Safety Policy  
Health & Safety Code of Practice SCP01 - Workplace Health, Safety and Welfare  
Health & Safety Code of Practice SCP02 - Risk Assessments  
Health & Safety Code of Practice SCP03- Contractors  
Health & Safety Code of Practice SCP04 - Contractors Permits  
Health & Safety Code of Practice SCP05 - Construction (Design & Management)  
Health & Safety Code of Practice SCP06 - Asbestos Management  
Health & Safety Code of Practice SCP07 - Control of Substances Hazardous to Health  
Health & Safety Code of Practice SCP08 - Electrical Safety  
Health & Safety Code of Practice SCP09 - Fire Precautions  
Health & Safety Code of Practice SCP10 - Legionella & Associated Risks  
Health & Safety Code of Practice SCP11 - Lifting Operations & Lifting Equipment  
Health & Safety Code of Practice SCP12 - Safe Use of Plant & Equipment

# Merchant Taylors' Schools Health and Safety Policy Statement

## 1. Introduction

The effective management of Health and Safety will help to enable Merchant Taylors' Schools to achieve its purpose, ambition and the core aims of the Schools' Strategic Plan.

This Health and Safety Policy Statement, which gives a commitment to ensuring the health and safety of pupils, staff and others who may be affected by the activities of Merchant Taylors' Schools, is in four parts:

1. A statement of intent.
2. The individual and collective responsibilities for implementing the Policy Statement of Intent (Organisation).
3. The systems and procedures for implementing the Policy Statement of Intent (Arrangements).
4. A range of Safety Codes of Practice (SCP) for the Management of Health and Safety.

Merchant Taylors' Schools' Health and Safety Policy in its entirety is contained on the Schools intranet site.

## 2. Statement of Intent

2.1 The central focus of the Schools Health and Safety Policy and its Health and Safety Strategy is to develop a positive health and safety culture characterised by communications based on mutual trust, by shared perceptions of the importance of health and safety and by confidence in the efficiency of preventative measures.

2.2 Merchant Taylors' Schools aims to:

- i) Operate a responsible and caring organisation, providing a safe and healthy environment for all.
- ii) Generate an individual and collective commitment to protect its pupils, staff, visitors and all users of Merchant Taylors' Schools.
- iii) Have staff and contractors that accept and act upon their health and safety responsibilities.
- iv) Make health and safety a cornerstone of Merchant Taylors' Schools decision making processes and consider health and safety issues as part of those processes.
- v) Have a healthy workforce and pupil population.
- vi) Support all aspects of the HSE/Government strategy to represent a sensible approach to health and safety <http://www.hse.gov.uk/strategy/> while maintaining a commitment to reduce work-related injury and ill health and to take all reasonable steps to promote health and wellbeing at work.

- vii) Implement performance standards, reported to the Schools' Health and Safety Committee that are common to all Schools and Departments and to improve health and safety performance.
- 2.3 Merchant Taylors' Schools recognises and accepts its legal responsibilities for health, safety and welfare of its pupils, staff and everyone else who may be affected by its activities. Legal requirements are the minimum acceptable level of performance.
- 2.4 Merchant Taylors' Schools recognises that adverse events and ill health can sometimes result from failings in management control and are not necessarily the fault of individuals. Development of a culture supportive of health and safety will be encouraged to achieve effective risk control.
- 2.5 Individuals in work are expected to take steps to ensure that their health does not adversely affect their ability to work safely.
- 2.6 Merchant Taylors' Schools will strive to minimise the financial losses which arise from avoidable unplanned events. There will be a systematic approach to the identification and control of risks, including the use of risk registers.
- 2.7 As part of the corporate objective, Merchant Taylors' Schools seeks continually to improve the quality of the physical, social and cultural environment for all members of the Schools' community.
- 2.8 Merchant Taylors' Schools is committed to attain the highest standards in health and safety and to utilise key performance indicators (KPIs) to monitor such standards. KPIs are included in reports to the Schools' Health and Safety Committee and in the targets contained within the Annual Health and Safety Action Plan.
- 2.9 Health and safety performance will be reported upon in the Annual Health and Safety Report which is presented to the Schools' Executive Team and to the Schools' Board of Governors.
- 2.10 Merchant Taylors' Schools recognise health and safety as a core management function and is committed to integrating health and safety into management tasks such as planning.
- 2.11 There will be continuous review and development of the Merchant Taylors' Schools' Health and Safety Strategy and Policy detailed in an Annual Health and Safety Action Plan.
- 2.12 Consultation and communication with staff including any safety representatives are considered a vital part of the Schools' Health and Safety Management System.
- 2.13 Merchant Taylors' Schools will ensure that staff are competent to carry out their duties. Successful health and safety management is an important element of the Schools' being an employer of choice for its staff.
- 2.14 While recognising its own health and safety responsibilities, Merchant Taylors' Schools requires the cooperation of all staff, visitors and School users in meeting these obligations. Merchant Taylors' Schools believes that health and safety is the responsibility of all.

**Signed:** 

**Chair of Board of Governors**

**Date: 30 July 2021**

### 3. Organisation

Merchant Taylors' Schools Health and Safety Policy consists of:

- a) A Health and Safety Policy Statement.
- b) A Management Code of Practice (MCP01) – 'Organisation for the Implementation of the Health and Safety Policy'.
- c) A Management Code of practice (MCP02) – 'Arrangements for the Implementation of the Health and Safety Policy'.
- d) A range of Safety Codes of Practice (SCP) for the Management of Health and Safety.

The Management Code of Practice (MCP1) details the individual and collective responsibilities for implementing Merchant Taylors' Schools' Health and Safety Policy. The individual and collective responsibilities for Managing Health and Safety are summarised below.

3.1 The roles and responsibilities of the following Governors, staff and others have been defined:

- Board of Governors
- Members of the Executive Team
- Chair of Schools' Health and Safety Committee
- School Leadership Teams
- Heads of Department and Heads of Service
- All staff (including temporary staff, sessional staff, etc)
- Safety Representatives and Representatives of Employee Safety
- Pupils
- Contractors
- The Estate and Facilities Department

3.2 Merchant Taylors' Schools will obtain competent advice and support from the following staff and consultants:

- Health and Safety Advisor
- Occupational Health Consultancy
- Consultant Radiation Protection Adviser and Radioactive Waste Adviser
- Head of Estates and Facilities Management

3.3 Merchant Taylors' Schools' has a network of staff with additional health and safety responsibilities, which is an essential part of the Health and Safety management system. They are as follows:

- School/Department Health and Safety Coordinators
- Fire Evacuation Coordinators
- Fire Wardens
- First Aiders
- Evacuation Chair Operators
- Radiation Protection Supervisors

- 3.4 Merchant Taylors' Schools' Health and Safety Committee is the principal means of consultation on matters of policy development and strategic issues. The Committee's terms of reference and membership are reviewed annually and approved by the Executive Management Team.

#### **4. Arrangements**

Merchant Taylors' Schools' Management Code of Practice 'Arrangements for the Implementation of the Health and Safety Policy' details the systems and procedures for implementing the Policy Statement of Intent. They are summarised below.

- 4.1 The Schools' Intranet site is the principal source of information on the Schools' Health and Safety Policy. It also contains the Schools' Health and Safety Strategy document, its Annual Health and Safety Action Plan, Annual Health and Safety Reports and all Management and Safety Codes of Practice.
- 4.2 Merchant Taylors' Schools' Health and Safety Strategy outlines the long term focus and aims of Merchant Taylors' Schools' in regard to health and safety alongside the Schools Strategic Plan and sets out its commitment to achieving them.
- 4.3 The Annual Health and Safety Action Plan outline how the focus and aims of the Merchant Taylors' Schools' Health and Safety Strategy are going to be delivered.
- 4.4 Merchant Taylors' Schools Risk Management Policy forms part of Merchant Taylors' Schools internal control and corporate governance arrangements. Risk assessments are carried out on new activities and reported at the appropriate level. Risk logs are established and maintained for all major activities and projects. A strategic risk register is maintained and reviewed regularly by the Executive Management Team.
- 4.5 In Merchant Taylors' Schools' where teaching is assumed to be a dynamic process, risk assessments will be displayed. Risk assessments will be a developing and fixed element of management activities throughout the Schools. Risk assessment forms are available from the Schools' intranet site. Performance standard setting will be driven by the risk management process. Specialised risk assessments, for example fire risk assessments, are undertaken by the Estate and Facilities Department.
- 4.6 A Health and Safety Management Plan applies to all operations conducted on the Schools behalf by contractors.
- 4.7 Arrangements for active and reactive monitoring and reviewing the effectiveness of the Health and Safety Policy at the various levels of Schools management are contained within the relevant management and safety codes of practice. The Schools' health and safety arrangements are subject to audit by the Executive Management Team and from its insurers and internal auditors. Internal audit reports are presented to the Audit Committee of the Board of Governors.
- 4.8 Meetings of the Schools' Health and Safety Committee are reported to the Executive Management Team and the Board of Governors and posted on the Schools' intranet site. In this way information about success and feedback is passed from the local level to the institutional level and on to the governing body.
- 4.9 Annual Health and Safety Reports, based on key performance indicators, are presented to the Executive Management Team and the Board of Governors.

- 4.10 Health and Safety is a standing agenda item at all meetings of the Board of Governors, Executive Management Team and at School and Departmental Management meetings.
- 4.11 Merchant Taylors' Schools' actively consult with staff and safety representatives through the Schools Health and Safety Committee, where they are part of its membership. Such membership provides the opportunity to be consulted on all Policy documents including Management and Safety (and relevant Environment) Codes of Practice which are endorsed by the Schools' Health and Safety Committee prior to formal approval by the Executive Management Team.