



## Merchant Taylors' Schools, Crosby

# Health & Safety Policy

<b>Policy Owner</b>	<b>Director of Estates &amp; Operations on behalf of the Board of Governors</b>
Last reviewed by Date	Director of Estates & Operations February 2026
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Related Policies:	Health & Safety Procedures Handbook Fire Safety Risk Assessment Policy First Aid Policy Accidents and incidents Policy Safeguarding Policy Behaviour Policy Critical Incident Policy
Regulatory Body (if applicable)	DfE, ISI
Relevant legislation/guidelines (but not limited to)	Health & Safety at Work Act (1974) Management of Safety at Work Regulations (1999) Workplace (Health, Safety, & Welfare) Regulations (1992) The Control of Asbestos at Work Regulations 2012 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Health and Safety (First Aid) Regulations 1981 The Control of Substances Hazardous to Health Regulations 2002

	<p>The Regulatory Reform (Fire Safety) Order 2005</p> <p>The Construction Design Management Regulations 2015</p> <p>The Building Safety Act 2022</p> <p>The Electricity at Work Regulations 1989</p> <p>Gas Safety (Installation and Use) Regulations 1998</p> <p>Equality Act 2010</p> <p>Children’s Act 2004</p> <p>The Education (Independent School Standards) Regulations 2014 – ISSR3 &amp; 5, EYFS 3.55</p> <p>Health &amp; Safety: Responsibilities and Duties for Schools, DfE (April 2022)</p> <p>Health &amp; Safety on Educational Visits, DfE (2018)</p> <p>Sensible Health &amp; Safety Management in Schools, HSE</p> <p>Fire Safety in New &amp; Existing Buildings (2014)</p> <p>Fire Safety Risk Assessment - (Non-residential) educational premises (2006)</p> <p>Guidance on First Aid in Schools, Early Years, and Further Education, DfE</p>
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## **1 Policy Aims**

- 1.1 The Governors of Merchant Taylors' Schools ['the School'] 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 School will continually strive to achieve the highest possible standards in relation to Health and Safety, rather than relying on the legal minimum through a Plan, Do, Check, and Act approach. In addition, the School expects staff at all levels within the organisation to pursue the highest standards of Health and Safety management, to always ensure the Health and Safety of themselves and others.
- 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 School'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, and these are published separately. 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 School 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 School to have a planned and strategic 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 School'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, and published on the School website. The communication of requirements is further covered in staff inset training and induction for new staff.
- 2.4 Planning: The Estates Committee carries responsibility for Health & Safety matters, and ensures that there is a planned and comprehensive approach to risk assessment.
- 2.5 Implementation and Operation
- 2.5.1 The Board of Governors is ultimately responsible for health and safety within the School, 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 Head, Senior Deputy, and Director of Estates & Operations provide specific coordination of health and safety requirements.
- 2.5.3 The School will appoint a Competent Person with sufficient training, experience, and knowledge to oversee Health & Safety arrangements at the School.
- 2.5.4 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.
- 2.5.5 Training of employees, appropriate to role, is fundamental to the School's approach to health and safety.
- 2.5.6 The School is committed to ensuring that employees are competent to do the job that they are required to do.
- 2.6. Monitoring and Review
- 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 Director of Estates & Operations. Records of accidents and incidents, are in the accident book, including those under RIDDOR. Where an investigation is required this will be completed by the Director of Estates & Operations, a Nurse, or a member of the Leadership team as appropriate.
- 2.6.2 Audits are completed on key parts of the School 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 HS&W Committee meetings.
- 2.6.5 The Estates 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 Review
- 2.7.1 The Estates Committee is responsible for reviewing:

- a. All major incidents.
- b. Trends identified from the analysis of accident reports.
- c. Safety performance, the achievement of safety and policy objectives, and commitment to the policy.
- d. Safety policy objectives, in the light of the review of safety performance.

### **3 Responsibilities**

#### **3.1 Organisational responsibilities of the Board of Governors**

3.1.1 The Board of Governors is ultimately responsible for health and safety within the School 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:

- a. Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management of Risk Regulations 1999.
- b. Ensuring that there is a management system in place for monitoring the effectiveness of health and safety arrangements
- c. Adequate staffing levels for safe supervision.
- d. Delegated responsibility for maintenance of the premises.
- e. Purchase of equipment to meet appropriate safety standards.
- f. Repair, maintenance and testing of School equipment.
- g. Provision of appropriate PPE where necessary.
- h. Purchase and maintenance of first aid materials and fire-fighting equipment as appropriate.
- i. Funding of necessary training for staff.
- j. Arrangements for securing health and safety assistance from a competent source. Appointment of an appropriately qualified Estates Manager.
- k. Provision of appropriate health and safety information to Governors.
- l. Construction works and the appointment of CDM duty holders in compliance with CDM2015 regulations. The Control of Asbestos at Work regulations 2012 and the maintaining of an updated asbestos register for School premises.
- m. Control of Substances hazardous to Health regulations COSHH.
- n. Proportionate control measures for health infections.
- o. Arrangements for periodic site inspections.

#### **3.2 Organisational responsibilities of the Head**

3.2.1 The organisational responsibilities of the Head will partly be delegated to the Director of Estates & Operations as follows:

- a. 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 School premises. The reporting and recording of accidents on School premises being the responsibility of the School Nurses, 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.

- b. 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.
- c. Advice of any defect in the state of repair of the building or its surrounds which is identified as being unsafe.
- d. Report any situation which is unsafe or hazardous to health and which cannot be remedied from within available resources.
- e. Liaise with and monitor as far as is reasonably practicable the activities of contractors, visitors and others on the site 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 is available.

3.2.2 The following responsibilities of the Head have been delegated to the Director of Estates & Operations:

- a. Ensure that risk assessments are undertaken throughout the establishment, that control measures are implemented and that those control measures are monitored and reviewed.
- b. 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 Senior Leadership Team/Heads of Division/Heads of Department

3.3.1 All Heads of Division and Heads of Department are responsible to the Head (via the Deputy Head (Academic) and Deputy Head [Pastoral] and the Head of Stanfield for ensuring the application of this policy to all activities undertaken by their area or 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/s.

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

- a. Ensure that risk assessments are undertaken within their sections, that control measures are implemented and that those assessments are monitored and reviewed.
- b. Ensure that appropriate safe working rules and procedures exist within the area or department and that these are brought to the attention of everyone concerned.
- c. Ensure that all accidents (including near misses) occurring within their area or department are promptly reported and recorded using the appropriate forms and procedures.
- d. Ensure that all accidents are investigated with a view to preventing a reoccurrence.
- e. Ensure that all staff within the area or department are aware of their specific roles in case of fire and / or emergency.
- f. Remove from use and inform the Headteacher/Deputy Head of any equipment / appliance which have been identified as being unsafe and which is in need of repair.

- g. Ensure that adequate levels of class supervision are available at all times.
- h. 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 Deputy Head or Head.
- i. 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.
- j. Identify specific staff health and safety training needs and inform the Head Headteacher or Deputy Head accordingly.
- k. Consult with all staff on any matters which may affect their health or safety while at work.
- l. Carry out relevant induction training including any specific information and training that may be necessary because of activities which are particular to the department.
- m. Ensure that levels of first aid provision remain adequate for the activities being undertaken.
- n. Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the relevant area must be referred to the Head or Deputy Head.
- o. Ensure that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve risk.
- p. Ensure that good standards of housekeeping are maintained.

### 3.4 Organisational Responsibilities of Teaching Staff & Professional Services 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 (eg trips and visits).

3.4.2 Class Teachers shall:

- a. 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.
- b. Be aware of the School's health and safety policy and any local rules and arrangements which may apply specifically to the area or department concerned.
- c. Ensure that safety instruction is given to all pupils prior to commencing practical sessions.
- d. 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.
- e. Ensure that pupils follow School/area/departmental safety rules and that protective equipment is worn where appropriate.
- f. Ensure that all personal protective equipment is suitable and in good condition prior to issue.
- g. Ensure safety devices e.g. machinery guards are in good condition and are used.
- h. Report any defective equipment to the Head of Department.
- i. Investigate all accidents (in conjunction with the relevant senior member of staff) which occur through activities organised/supervised by the Department.

- j. Propose for consideration by their Head of Division or Head of Department any improvements which they consider would improve health or safety standards within the department.
- k. 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 Educational 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:

- a. To participate in the risk assessment process and comply with findings.
- b. To report defects in the condition of the premises or equipment of which they become aware.
- c. 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.
- d. To make use of all necessary equipment and resources provided for safety or health reasons.
- e. Where necessary, make use of all control measures made available to them, for example fume cupboards, equipment guards.
- f. Follow all relevant codes of safe working practice and local rules.
- g. Complete appropriate health and safety training when required.
- h. Report any unsafe working practices to the Head of Division/Head of Department / Line Manager.

3.6 Organisational Responsibilities of Pupils

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

3.6.2 All pupils will:

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

3.7 Organisational responsibilities of the Operational Health Safety and Committee

3.7.1 The Operational Health Safety Committee meets at least 3 times per year.

- 3.7.2 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.
- 3.7.3 The Committee will include representation from staff across the School. The Governor designated as having special interest in Health and Safety will be invited to attend all meetings of the Committee.
- 3.7.4 The minutes of the Committee will be provided to the Audit Committee for information and consideration.

#### **4 First Aid**

- 4.1 The School recognises the importance of timely and competent treatment in the event of illness or accident, and details of actions to be taken should an accident or illness occur to anyone on School premises are contained in the separate First Aid Policy and its associated handbook of procedures. This Policy applies throughout the School, ie Stanfield including the Early Years Foundation Stage. and the Senior School.
- 4.2 This policy and its related appendices outlines the following:
- Practical arrangements at the point of need;
  - The names of those qualified in first aid and the requirement for updated training every 3 years;
  - Having at least 1 person qualified in first aid on each school site when children are present;
  - How accidents are to be recorded and parents informed;
  - Access to first aid kits;
  - Arrangements for pupils with medical conditions;
  - Hygiene procedures for dealing with the spillage of body fluids;
  - Guidance on when to call an ambulance;
  - When to submit a RIDDOR report.
- 4.3 The First Aid policy identifies those staff who are currently trained to deliver First Aid, as well as outlines training provision.

#### **5 School Security**

- 5.1 The School recognises its primary duty to safeguard the welfare and safety of its pupils at all times.
- 5.2 The School Safeguarding, Behaviour, Educational Visits, and Pupil Supervision policies provides outlines of general approaches along with details of how pupils are appropriately supervised when at school or on a school trip.
- 5.3 Risk assessments are in place to assess the security of all school premises, and outline appropriate mitigations where necessary.
- 5.4 The School engages regularly with the Merseyside Constabulary and the local authority as well as engages expert advisors to review and improve its security arrangements.

- 5.5 Staff and pupils are briefed accordingly through induction processes at the start of the academic year as well as on joining at other points.
- 5.6 A Critical Incident Policy supports the response of the School to any emergency as well as procedures for recovery in the event of any incident on site. Senior staff regularly undergo internal and external training on these matters.
- 5.7 All Staff and pupils receive training on procedures for shelter-in, lockdown, evacuation, and other threats; these are detailed in the Critical Incident Policy.

## **6 Fire Safety**

- 6.1 For details of the Fire and Emergency Procedures, please see the separate School Fire Policy, Fire Risk Assessment and Critical Incident Policy for further information.

## **7 Oversight**

- 7.1 Oversight of the Health and Safety Policy is undertaken by the Estates Committee and overseen by the Governing Body. The policy will be reviewed by the Director of Estates & Operations annually.

## Appendix 1

### Health & Safety Policy Statement of Intent

This is a Statement of Organisation and Arrangements for Merchant Taylors' Schools (the School).

The School will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The School will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of The School.

The School is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work etc Act 1974 (HASWA) and associated Regulations.

The School will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities;
- b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
- d) provide and maintain plant, equipment and systems of work that are safe and without risks to health;
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) maintain any place of work under its control in a condition that is safe and without risks to health;
- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Council premises;
- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;

- k) make arrangements for the provision of a suitable occupational health service for staff;
- l) monitor health and safety performance to verify that The School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- m) develop and maintain a positive and proactive health and safety culture.

The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

The School recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.

The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The School.

The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Head Teacher and Governing Body.

This Policy requires the commitment, co-operation and active involvement of all School employees to ensure its success and effectiveness.

All contractors and consultants working for The School are required to comply with this Policy.

The School will ensure that procedures are established for appointing and monitoring the competency of contractors.

The School will review this Policy Statement at least annually.

The School will ensure that this Policy is effectively communicated to all staff.

Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

Chair of Governors **Philip J Marshall KC** (Print Name)  
on behalf of the Board of Governors

Signed 

Date 19 March 2025