



RATCLIFFE  
COLLEGE

# HEALTH & SAFETY POLICY



## **Our Mission Statement – the reason our College exists**

### **“Living & Growing in the Light of the Gospel”**

*With Christ at the centre of our learning, we:*

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

## **Our Vision Statement – the long-term change resulting from our work**

### ***‘ Encouraging Big Ideas’***

*Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.*

# **HEALTH AND SAFETY POLICY**

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## **HEALTH AND SAFETY POLICY**

### **1.01 GENERAL POLICY STATEMENT**

1. This statement of general policy on Health and Safety for Ratcliffe College embodies the requirements under section 2 (3) of the Health and Safety at Work etc. Act 1974 ("The Act").
2. The Board of Governors recognises and accepts its responsibility as an employer to provide, as far as is reasonably practicable, a safe and healthy workplace for all its employees.
3. The Board of Governors will take all reasonable steps to prevent personal injury, health hazards and damage to property. It is also its policy to extend this protection to pupils, members of the public and contractors.
4. The Board of Governors will take all reasonable steps to ensure compliance with all current and future legislation involving work at the College. The planning and implementation of the Health and Safety policy will be carried out on behalf of the Board of Governors by managers and staff members as appropriate. The Organisation and Arrangements for this are detailed in the Health and Safety Manual.
5. The Board of Governors recognises the need to consult members of staff and management on Health and Safety matters and the need to consult individuals before allocating specific Health and Safety functions. This will be achieved by discussion through appropriate bodies such as the Health & Safety Committee.
6. The Board of Governors recognises its responsibility under the Act and EU directives to, as far as is reasonably practicable:
  - a) provide plant, equipment and systems of work which are safe and without risk to health,
  - b) make arrangements for the safe handling, storage and transportation of articles and substances,
  - c) maintain the premises in a condition that is safe and without risks to health and to maintain access to, and egress from, the premises.
  - d) provide and maintain a working environment that is safe and without risks to health including adequate welfare facilities for employees and pupils.
7. The Board of Governors acknowledges the need to provide adequate information, instruction and training for employees and pupils to perform their work safely and without risk to health.

8. The Board of Governors will take all reasonable steps to ensure that any necessary expert advice will be provided to assess the risks to health and safety and the precautions required to minimise/remove those risks.
9. The Board of Governors will ensure that the requirements of all Welfare, Child Protection & Safeguarding legislation are complied with.
10. The Board of Governors requires the support of employees and pupils in achieving the objectives of the Health and Safety Policy. The employees have a duty under the Act to:
  - a) take reasonable care of his/her own health and safety and of other persons who may be affected by his/her acts or omissions at work,
  - b) report any hazardous situations and accidents,
  - c) observe safety rules and procedures,
  - d) use, with all reasonable care, any machinery, equipment, safety devices and personal protection equipment provided by the College and keep any such items in good repair and condition.
11. These requirements placed upon employees should also be instilled upon the pupils of the College.

Date: 15 JUNE 2022

Signed: Chairman of the  
Board of Governors:  
Mrs Louise Marsden

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Headmaster of  
Ratcliffe College:  
Mr J.P. Reddin

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## **1.02 Organisation**

Please refer to separate Excel file within Read Staff / Health & Safety – Part 1 Organisation.

# **HEALTH AND SAFETY POLICY**

## **1.03 ROLES**

### **BOARD OF GOVERNORS**

The Board of Governors is responsible for establishing the overall Health and Safety Policy for Ratcliffe College.

The Governors must:

- ensure that staff at all levels fulfil their duties with regard to health, safety and welfare matters.
- take all steps within their power to prevent personal injury, health hazards and damage to property. This is extended to pupils, contractors and members of the general public.
- ensure that establishment budgets reflect the finances necessary to implement all health and safety matters.
- examine the Health and Safety Policy regularly, with the aim of continuous improvement.

## HEADMASTER

The Headmaster is responsible to the Board of Governors for implementing the College's health and safety policy and for all matters relating to health, safety and welfare within the establishment. The Headmaster delegates the day-to-day management of (but not the responsibility for) Health and Safety matters to the Health and Safety Officer.

The Headmaster must:

- ensure that the safety policy is effectively implemented and understood at all levels.
- ensure that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel.
- ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters function efficiently and effectively.
- monitor the instruction, information or training given to staff to enable them to fulfil their health and safety duties and responsibilities. This will include new appointments and transfer of staff within the establishment.
- ensure that in all schemes of work for pupils, including work experience, arrangements are in place regarding the adequate information, instruction, training and supervision for health and safety matters.
- ensure the proper functioning of the Health and Safety Committee.



## **ESTATES MANAGER – HEALTH AND SAFETY OFFICER**

The Estates Manager is designated Health and Safety Officer by the Board of Governors with overall responsibility for the day-to-day management, implementation and maintenance of the Health and Safety Policy for the College.

The Estates Manager is designated Fire Officer by the Headmaster with overall responsibility for the safe execution of the Fire Procedures that are detailed in the College's Fire Policy.

The Estates Manager must:

- establish clear lines of communication on health, safety and welfare matters throughout the establishment.
- ensure that the necessary systems for health and safety are established within the staffing structure.
- be aware of the various health and safety roles held by teaching staff and support staff within the establishment.
- be aware of the current health and safety requirements and their impact on the practices and procedures employed throughout the establishment.
- ensure, with the support of the Bursar, that all necessary updating or additions to the Health and Safety Manual are completed with minimal delay.
- provide, with the support of the Bursar, information, instruction and training to enable individuals to carry out their health and safety functions effectively.
- highlight those areas where current practices or procedures are inadequate or missing.
- maintain all health & safety statutory records.
- convene meetings of the Health and Safety Committee (usually once per term), chair the meeting, arrange for the production and distribution of minutes.
- consolidate the health and safety information gathered from the Health and Safety Committee for presentation to the Board of Governors and their appropriate sub-committees highlighting any specific areas of concern.
- ensure that the procedures for carrying out risk assessments are strictly followed.
- ensure that regular departmental inspections are carried out by those responsible, taking part in the inspections as required.
- monitor the departmental inspection processes to ensure that they are operating in accordance with procedures and on schedule.

- appoint and liaise with independent experts to provide advice and guidance as necessary in relation to Health and Safety matters.
- advise Senior Management Team, Heads of Departments and Staff on all aspects relating to their legal responsibilities for the safety, health and welfare of employees, pupils and visitors to the College both under statute and Civil Law.
- constantly update his knowledge in the light of new legislation, standards and technical development.
- advise Heads of Departments on workplace layout, on safe, healthy and hygienic working methods and on personal protective clothing and equipment.
- consult with Heads of Departments before changes are introduced in the workplace and/or to safe methods of working.
- liaise with Heads of Departments to ensure that health and safety is included in induction training of all new employees and in 'on the job' instructions.
- assist in the delivery of Health and Safety training by arranging seminars, workshops and courses etc.
- monitor the routine inspections of work places, equipment and work practices carried out and recorded by those to whom these tasks have been assigned.
- inform Heads of Departments of any departure from legal and in-house standards; ensure remedial action is completed,
- monitor that equipment subject to statutory inspection requirements e.g. boilers, fire equipment, portable electrical appliances etc. are inspected and tested as appropriate and records maintained.
- advise on the planning of alterations of buildings, work processes, content and organisation, which may have health and safety implications.
- liaise with the Heads of Departments in completion of Risk Assessments, to advise on appropriate risk assessment procedures for and frequency of inspections, surveys, sampling, audits, general tours etc.
- report to the Health and Safety Committee on accident statistics. Analyse remedial priorities and training targets.
- liaise and consult with Health and Safety authorities, Environmental Health Officers, Fire Prevention officers and Insurance Companies.
- purchase appropriate Health and Safety literature for central use; advise Heads of Departments on purchases of protective clothing and equipment etc.

## **HEALTH AND SAFETY COMMITTEE**

(As required under the Safety Representatives and Safety Committees Regulations 1977)

Section 2(b) of the Health and Safety at Work etc. Act 1974 requires employers to consult with safety representatives with a view to the making and maintenance of arrangements which will enable him and his employees to cooperate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.

The Health and Safety Committee is chaired by the Estates Manager in his capacity as the Health and Safety Officer. His duties include:

- calling the meetings (usually once per term).
- arranging for the production and distribution of minutes.

In addition to the Chairman, the following staff are members of the Committee:

- Headmaster (ex officio)
- Senior Deputy Head
- Deputy Head Pastoral
- Bursar
- Head of Preparatory School
- Head of Nursery
- Head of ICT
- Head of Girls' Boarding
- Head of Boys' Boarding
- Director of Sport
- Nursing Sister
- Catering Manager
- Housekeeper
- Human Resources Manager

All members of the Health and Safety Committee are, effectively, safety representatives of Ratcliffe College.

Each Health and Safety Committee member must:

- ensure that potential hazards and dangerous occurrences are investigated and examine the causes of accidents.
- investigate concerns and complaints that have been raised.
- be involved in the routine inspections that are carried out on the campus.
- participate in making any significant health and safety decisions for later review by the Board of Governors.
- undergo any training in aspects of their health and safety function as may be reasonable.
- attend meetings of the Health and Safety Committee.

Routine liaison meetings are held to enable issues affecting the College to be discussed and recommendations made for changes/improvements. These liaison meetings would normally comprise the Chairman, one or more members of the Health and Safety Committee and other members of staff as necessary.

## **DEPUTY HEADS, BURSAR**

The Senior Deputy Head, Deputy Head Pastoral and Bursar are responsible to the Health and Safety Officer for the implementation and maintenance of the Health and Safety Policy for their departments, as shown on the Organisation diagram attached to this policy.

The Senior Deputy Head, Deputy Head Pastoral and Bursar must:

- ensure that all Heads of Departments, as shown on the Organisation diagram attached to this policy, receive instruction in their duties regarding health and safety matters.
- ensure that all areas of significant risk are identified within their departments and that all necessary risk assessments are carried out.
- ensure all statutory notices, placards, regulations and safety signs are displayed as appropriate to their departments.
- report all problems, defects and hazards relating to health, safety and welfare in writing to the Estates Manager in his capacity as Health and Safety Officer.
- consult with the Health and Safety Committee when the inspections and assessments are being planned.
- co-operate with the Health and Safety Committee by allowing any member of staff, who may be co-opted for the purpose of inspecting/assessing the departments, time to complete that task.

## HEADS OF DEPARTMENT

The Heads of Department, as shown on the Organisation diagram attached to this policy, are directly responsible and accountable to the Deputy Heads, and Bursar for all matters relating to health, safety and welfare within their departments. Some or all of the duties associated with these matters, (but not the responsibility) may be delegated.

The Heads of Departments must:

- ensure that all staff using their department receive instruction in their duties regarding health and safety matters.
- be aware of the regulations, codes of practice and guidance notes appropriate to their specialist areas.
- define safe working practices and bring them to the attention of members of staff including new appointees, supply teachers, volunteers etc.
- ensure all statutory notices placards, regulations and safety signs are displayed as appropriate to their department.
- ensure that everything received from suppliers (e.g. machinery, equipment, substances etc.) is accompanied by adequate information and instruction prior to use.
- report all problems, defects and hazards relating to health, safety and welfare in writing to the Estates Manager in his capacity as Health and Safety Officer.
- ensure that all scheduled safety inspections and risk assessments are carried out in the department.
- consult with the Health and Safety Officer when the inspections and assessments are being planned.
- co-operate with the Health and Safety Committee by allowing any member of staff, who may be co-opted for the purpose of inspecting/assessing the department, time to complete that task.
- establish and maintain a record holding facility containing reports, minutes, assessment findings etc. relevant to the health, safety and welfare issues of the department.

## TEACHING STAFF

Teaching staff, technicians, classroom assistants, language assistants and ancillaries are responsible to their Head of Department for the implementation of the Health and Safety Policy in the department where they carry out their duties.

Teaching staff, technicians, classroom assistants, language assistants and ancillaries must:

- be familiar with the policy, and its implications, and equally any procedures, arrangements and practices relating to their department as well as any other department in which they may be working.
- conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- ensure, where conditions apply, all pupils or persons in their care receive instruction and any training needed to operate in a safe manner without risk to health.
- report all problems, defects and hazards relating to health, safety and welfare in writing to the Estates Manager in his capacity as Health and Safety Officer.
- ensure pupils follow prescribed methods of work and that all safety procedures are adhered to.
- ensure temporary staff, volunteers are made aware of the Health and Safety Policy and of any arrangements, procedures and safe working practices relating to their work before commencing work.
- ensure visitors are made aware of the Health and Safety Policy and of any arrangements, procedures and safe working practices relating to their visit before it commences.

## PASTORAL STAFF

Pastoral staff, boarding assistants, members of the Chaplaincy team, staff taking activities, members of the Rosminian Order and Graduate Assistants are responsible to their Head of Pastoral Section for the implementation of the Health and Safety Policy in the section where they carry out their duties.

Pastoral staff, boarding assistants, members of the Chaplaincy team, staff taking activities, members of the Rosminian Order and Graduate Assistants must:

- be familiar with the policy, and its implications, and equally any procedures, arrangements and practices relating to their department as well as any other department in which they may be working.
- conform to responsibilities as laid down in their own section's policy and safe working arrangements.
- ensure, where conditions apply, all pupils or persons in their care receive instruction and any training needed to operate in a safe manner without risk to health.
- report all problems, defects and hazards relating to health, safety and welfare in writing to the Estates Manager in his capacity as Health and Safety Officer.
- ensure pupils follow prescribed methods of work and that all safety procedures are being adhered to.
- ensure temporary staff and volunteers must be made aware of the Health and Safety Policy and of any arrangements, procedures and safe working practices relating to their work before commencing work.
- ensure visitors are made aware of the Health and Safety Policy and of any arrangements, procedures and safe working practices relating to their visit before it commences.



## **SUPPORT STAFF**

Support staff are responsible to their Head of Department for the implementation of the Health and Safety Policy in the department of their duties.

Support staff must:

- be familiar with the policy, and its implications, and equally any procedures, arrangements and practices relating to their department as well as any other department in which they may be working.
- be aware of what is expected of them and, in particular, in relation to the department where they work.
- report all problems, defects and hazards relating to health, safety and welfare in writing to the Estates Manager in his capacity as Health and Safety Officer.
- be familiar with those parts of the manual as it relates to their particular work activities.
- request or undergo any instruction or training on health and safety matters as required.
- ensure that they take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions while at work.

**Last reviewed by the Estates Manager, July 2022**