St Mary's School
CAMBRIDGE

Management of Health & Safety Policy

This policy is the responsibility of the Health and Safety Manager and the Bursar

Last review: March 2025

Next review: March 2026

This Policy is intended to meet the needs of all our pupils from the Early Years (EYFS) to the Sixth Form, including our Boarders, members of staff, contractors, visitors (including parents), volunteers and others who could be affected by our activities.

Part 1: General Statement of Health & Safety by The Chair of Governors

As Governors of St Mary's School, Cambridge we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of St Mary's School, Cambridge by appointing Emma Jones (Governor), with responsibility for overseeing health and safety.

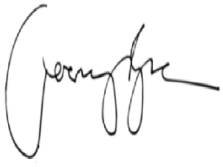
Day-to-day responsibility for the operation of health and safety at the school is vested with the Head. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

- Emma Jones is invited to the meetings of the school's termly health and safety committee and receives copies of all relevant paperwork.
- A report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Governance Committee meeting.
- The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment, and systems of work are surveyed and inspected annually/regularly by competent professionals.

- These reports (as per point above) are considered by the Governance Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for regular external deep cleaning and pest control services and the Bursar reports on all these aspects to the Governance Committee.
- The school has fire risk assessments, carried out by the school Health and Safety Manager which are updated every year, or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Governance Committee.
- The school's Health and Safety Manager reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Governance Committee.
- The school's Health and Safety Manager undertakes a risk assessment for legionella, every year and a monthly water sampling and testing regime is in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training is provided to selected teaching and admin staff to cover the schools activities both on and off-site.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers, and contractors. They are responsible for co-operating with the Head, the Bursar, and other members of the Senior Leadership Team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Health and Safety Manager or Bursar.

All employees are briefed on where copies of this statement can be obtained on the school's intranet (SMC) and website. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed: 

Chair of Governors, for and on behalf of the Governing Body

Date: 31 March 2025

Part 2: Health & Safety Policy Statement by The Governance Committee

Introduction

It is the policy of St Mary's School, Cambridge (the school) for Governors to ensure the health, safety, and welfare of all its employees, pupils, parents, visitors and contractors and the Health and Safety of all other persons affected by its undertaking in accordance with the requirements of the Health and Safety at Work Act 1974, (HASWA). The Governors recognise that it is their responsibility to comply fully with the HASWA and all other relevant statutory provisions, subject only to exceptions, exemptions, and qualifications as are provided for in the legislation.

We will provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees, pupils, parents, visitors, and contractors and provide such training, instruction, information and supervision as is necessary for this purpose. We also fully accept our responsibility for others who may be affected by our activities.

The allocation of general duties and responsibilities for safety matters and the arrangements which we will make to implement the safety policy are set out below.

The Policy and the way it is operated is reviewed annually and more often if the School, changes in nature or size. It is also revised in the light of legislative or organisational changes. Any revision necessary to improve safety performance is made and is then brought to the attention of all employees and others. This Policy statement is effective from the date of its publication.

At St Mary's School, Cambridge, we welcome this opportunity of stressing our continuing concern that all our employees, contractors, sub-contractors, visitors, and volunteers should be provided with the safest and healthiest conditions possible.

The approach of St Mary's School, Cambridge, is to exceed the minimum requirements of the law where possible and to do this we provide sufficient resources to meet this commitment. We also ensure that systems are in place, which will allow us to maintain, monitor and, where necessary, improve safety performance. Included in these systems are the Health and Safety Committee which allows communication and consultation on health and safety matters between those working at all levels within St Mary's School, Cambridge.

To achieve this Policy the School Governing body, provides adequate resources to maintain Health and Safety.

Applicability

With the varied nature of School activities, different management arrangements are required to achieve effective implementation of School Policy. All Heads of Department and Managers/Supervisors have an explicit management responsibility to assure themselves that health and safety standards are maintained within their area of responsibility, and that any omissions or failings are rectified.

The Policy Statement applies to all St Mary's School, Cambridge employees in all areas.

This Policy Statement also applies to other personnel, including members of the general public, contractors, volunteers and visitors who have reason to visit, work in, or attend premises occupied by St Mary's School, Cambridge or others under the management or control of the school whether working at site or elsewhere whilst on work duties or business for the School.

This Policy Statement also applies to health and safety issues which arise, or may arise, from accommodating students, employees, and visitors.

Service Standard

St Mary's School, Cambridge Governing body ensures that the service delivery standard of workplace Health and Safety systems is maintained at all times by providing an effective management structure and appointing suitable competent persons to audit and monitor the school policies and procedures.

Competent Personnel

The School Governing body, so far as is practicable, ensures that competent persons are appointed to assist us in meeting our statutory duties including managing safe systems of work and that, where necessary, external competent professional services are available when internal resources require specialist support.

The School Governing body, in entrusting tasks to its employees, takes into account their capabilities as regards health and safety and fire safety. It requires that employees are provided with adequate training to undertake delegated duties competently. It is provided prior to the individual assuming the responsibilities and repeated at regular intervals, as necessary.

Safety Management Structure, Obligations & Responsibilities

The School Governing body is responsible for the Health and Safety Policy. It is responsible for ensuring that this Policy is implemented and operated through the Health and Safety Manager and Bursar at St Mary's School, Cambridge.

Accountability & Responsibility for Safety

Management is accountable to the Governing body and are directly responsible for preventing injuries and illness, with each level accountable to the one above and responsible for the one below. The Health and Safety Manager has practical responsibility for St Mary's School, Cambridge adherence to health and safety legislation and reports to the Operations Manager and Bursar as required.

The responsibility for specific operational activities (including working practices and procedures) rests with Heads of Department and Managers/Supervisors under the overall direction of the Health and Safety Manager.

Heads of Department and Managers/Supervisors of St Mary's School, Cambridge are responsible for ensuring that it is a healthy and safe place for everyone. Among other aspects of health and safety, that responsibility includes the establishment, maintenance and where necessary the implementation of appropriate procedures to be followed in the event of serious or imminent problems.

All Heads of Department and Managers/Supervisors have explicit management responsibility to assure themselves that satisfactory standards of health and safety are maintained within their area of responsibility, for employees they manage, and others affected by their work and that any omissions or failings are rectified. Heads of Department and Managers/Supervisors also have a duty to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times undertaking risk assessments as needed to identify and mitigate risks.

The Health and Safety Manager is responsible for advising Heads of Department and Managers/Supervisors of safety legislation and monitoring compliance with statutory duties.

Safety is a condition of employment. Every employee must therefore co-operate with St Mary's policies to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions. Full details of the responsibilities, organisation and arrangements for health and safety are set out in other documents.

Delegation

Heads of Department and Managers/Supervisors may delegate the authority to take action in order to effectively implement the Health and Safety Policy. In some situations, this will be the only practical way of proceeding. However, management responsibilities placed on Heads of Department and Managers/Supervisors either by the Health and Safety at Work Act and relevant statutory provisions, or by the policy, cannot be delegated.

Where Heads of Department and Managers/Supervisors elect to delegate action they ensure that systems are put in place, which provide information to ensure that management responsibilities and obligations are met.

Employee Duties

All employees have a responsibility to take reasonable care of their own health, safety, and welfare and to adhere to the requirements of the Health and Safety at Work Act 1974 including the policies and procedures on Health and Safety and the working environment.

All employees are expected to use any work equipment, dangerous substances, transport equipment, means of production, or safety devices provided for his/her use in accordance with training given, or instructions provided concerning its use.

Employees issued with Personal Protective Equipment use such equipment in accordance with the instructions and training provided by their Manager/Supervisor. In some cases, the wearing of such clothing or equipment is a statutory requirement, and failure to comply with such precautions can result in disciplinary action being taken.

Employees at all times take reasonable care of themselves and ensure that others are not put at danger from their own acts or omissions.

The co-operation of all employees is vital to the success of this Policy. Therefore, it follows that any breach of safe systems of work, safety rules and instructions will be viewed as a serious offence, which could lead to disciplinary procedures.

Visitors & Residents

The Health and Safety Manager takes the necessary measures to ensure the Health and Safety of all visitors and persons residing at St Mary's School, Cambridge. The Governing body at St Mary's School, Cambridge through the Health and Safety Manager provides all visitors and residents with the necessary training and information on company procedures and systems to ensure their health and safety under the relevant Regulations. The information contains details of the systems of work and action to be taken in the event of an emergency.

Contractor Health & Safety

The Health and Safety Manager ensures that all contractors employed by the school are professionally qualified to undertake their work and have sufficient liability insurance. He is to ensure they are provided with the necessary information and instructions to follow the school's procedures, to ensure their health, safety and welfare whilst on St Mary's School, Cambridge premises. Where necessary, the information contains details of the systems of work and action to be taken in the event of an emergency etc.

Consultation with Employees on Health & Safety

Adequate facilities and arrangements are maintained to enable employees and their representatives to raise health and safety issues. The procedures laid down are brought to the attention of the representative of employee safety.

A Health and Safety Committee comprised of management representatives from all staff areas at St Mary's School, Cambridge meets termly to discuss and review health and safety standards and procedures concerning the school site. The Committee welcomes input from all employees at St Mary's School, Cambridge. The minutes of each meeting are made available to staff.

Health & Safety Training

St Mary's School Governing body recognises that training is an important way of enhancing competence. Therefore, we provide all information, instruction, training, and supervision necessary so that work can be carried out in the safest practicable manner and to the highest possible standard. Adequate health and safety training is also provided to all new employees during induction training. Further training is provided for all employees before they are exposed to new or increased risks. Standards are monitored using risk assessment, inspections, tours, and audit procedures.

Heads of Department and Managers/Supervisors are responsible for providing employees with site specific health and safety training. No employee can undertake duties for which he/she is not adequately trained.

Health & Safety Risk Assessments

St Mary's School, Cambridge recognises the need to minimise the risks to all pupils, employees, contractors, volunteers, and visitors. To this end, suitable and sufficient risk assessments are undertaken. Comprehensible and relevant information is provided, regarding the risks and the preventative and protective measures, which need to be implemented.

Any employee who becomes aware of any hazards reports them as soon as possible to their manager/supervisor.

Accidents at Work

It is vital that any person who is involved in or who witness an accident, assault, injury, dangerous occurrence or near miss, to follow the procedures detailed in the Medical and First Aid Policy and complete the Incident Form. Any accident, assault, injury, dangerous occurrence or near miss is investigated by the Health and Safety Manager and appropriate action taken to prevent any recurrence.

Policy Monitoring

Monitoring performance is necessary as part of our Health and Safety management system. St Mary's School, Cambridge Governing body authorises audit, evaluation, and review of our procedures to ensure continuous improvement and a safe and healthy environment.

Conclusion

It is in the interests of everyone at St Mary's School, Cambridge that a healthy and safe working environment is provided and maintained. We endeavour to do our part and to ensure that our members of staff do theirs. We expect that all employees contribute towards making St Mary's school, Cambridge a safe and healthy place in which to work.

This statement is annually reviewed.

Part 3: Organisation for Health & Safety: Statement by The Head

Jeremy Pyne, the Chair of Governors of St Mary's School, Cambridge has delegated day to day responsibility for organising Health and Safety and Welfare to me, its Head. That role gives me the responsibility for ensuring compliance with the School's Health and Safety Policy.

All Heads of Department and Managers/Supervisors are responsible for ensuring the health and safety of staff, pupils and others, especially visitors who are unfamiliar with the school, those who are disabled, or who have special educational needs.

I have delegated some of my duties to other members of staff; but ultimate responsibility for health and safety, on which I am answerable to the Chair of Governors, rests with me. The areas where my duties have been delegated are:

Safety & Security

- Building security (including alarms, locking external doors and windows) and controlling lone working after hours – Operations Manager.
- CCTV – IT Director.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the science laboratories, the Textiles, Art and Food rooms, the Gym etc – Heads of the relevant Department.
- Ensuring that all visitors book in at reception and wear visitors' badges – Receptionists.

Vehicles

- Car parking on site and vehicles on site – Operations Manager.
- School minibus arrangements (including notifying parents of delays) – Operations Manager.
- Ensuring the School minibus and other vehicles are properly maintained and roadworthy – Operations Manager.

Accidents

- Checking that all First Aid boxes and eye washes are kept replenished - school Nurses.
- Maintaining an accident book– School Nurses.
- Escorting pupils from school site to hospital (and informing their parents) – school Nurse or a member of the Boarding staff.
- Escorting pupils off school site to hospital (and informing their parents) – the member of staff in charge of the trip post consultation with school Nurses if possible.
- Reporting notifiable accidents to the HSE and keeping statistics of accidents and preparing summary reports for the Health and Safety Committee – school Nurses.

Fire Prevention

The Health and Safety Manager is responsible for:

- Production, implementing and monitoring the School Arrangements for Fire Safety.
- Production, implementing and monitoring School's Fire Risk Assessments.
- This will include for example:
  - Fixed electrical inspections.
  - Portable electrical appliance (PAT) testing.
  - Gas systems servicing and inspections.

The Operations Manager is responsible for:

- Implementing and monitoring the School Arrangements for Fire Safety in his areas of responsibility.
- This will include for example:
  - Securing flammable materials.
  - Organisation of laundry facilities.
  - Organisation of cleaning stores.
  - Good housekeeping both indoors and outdoors.

The Catering Manager is responsible for:

- Implementing and monitoring the School Arrangements for Fire Safety in catering and associated areas.
- This will include for example:
  - Switching off all kitchen equipment at the end of the day.
  - Arranging a deep clean of kitchen extraction units.
  - Good housekeeping both indoors and outdoors.

All members of staff are responsible for:

- Switching off electrical items at the end of the working day.
- Keeping fire routes and exits clear.
- Adhering to the School's no smoking policy.
- Complying with the school's arrangements for electrical safety.

Water Hygiene & Drainage

The Health and Safety Manager is responsible for:

- Production, implementing and monitoring the School's Arrangements for Water Hygiene.
- Production, implementing and monitoring the School's Water Hygiene Risk Assessments.

The Operations Manager is responsible for:

- Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear.

Risk Assessments

The Health and Safety Manager is responsible for:

- Production, implementing and monitoring the School's Arrangements for Risk Assessments.

Control of Substance Hazardous to Health (COSHH) Assessments

Ensuring that up-to-date assessments are undertaken for products with a health hazard CLP (control and labelling of packaging) label for:

- Cleaning products - Operations Manager.
- Kitchen cleaning products - Catering Manager.
- Maintenance consumables – Operations Manager.
- Art materials - Head of Art.
- Science materials - Heads of Sciences.

Training

Responsibility for organising (and maintaining records of training) is as follows:

- Minibus training – H&S Manager.
- Science-related health and safety training – Head of Science.
- Health and safety training for the Catering staff – Catering Manager.
- Health and safety training for Operations staff – Operations Manager.
- Health and safety training for the Works staff – Operations Manager.
- Briefing new pupils on emergency fire procedures – all pastoral staff.
- Briefing new staff on emergency fire procedures and other Health and Safety issues - the H&S Manager.
- First Aid training- H&S Manager.
- Identifying specific Health and Safety training needs of staff – all Heads of Department and Managers/Supervisors.

External Advisors for Health and Safety

At St Mary's School, Cambridge we use external consultants to advise on the following:

- Structural Surveyors are retained to give advice on the external fabric of the school.
- Engineers monitor and service the school's plant and equipment.
- Gym equipment serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering Manager arranges for:
  - The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces as required.
  - Appropriate pest control measures to be in place.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and fire extinguishers are tested annually by an approved contractor.
- The school receives professional advice concerning legionella and a water sampling and testing regime is in place.
- The school maintains an asbestos register and the H&S Manager is responsible for ensuring that it is kept up to date and for ensuring that when required Refurbishment and Demolition Surveys take place. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The School's Radiation Protection Supervisor (RPS) is responsible for liaison with the East Anglian Regional Radiation Protection Service for ensuring compliance with the Ionising Radiation Regulations 1985 and Local Rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers.

- A Principal Contractor (PC) is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever major work is undertaken. A Principal Designer (PD) must also be appointed for major construction works. Depending on the scale of the work undertaken, it may be necessary to notify the HSE using an F10 notice - as outlined in this link: https://www.hse.gov.uk/construction/cdm/2015/commercial-clients.htm.
- Science fume extraction cupboard and the maintenance workshop dust extractor are subject to a 14-month Local Exhaust Ventilation (LEV) check by an approved contractor.
- Air conditioning units. An approved contractor conducts an annual service and inspection.

The Health & Safety Manager

Thomas Wopat is the Health and Safety Manager who is responsible for advising me on any measures that may be needed in order to carry out maintenance work without risks to Health and Safety. He also co-ordinates the advice given by specialist safety advisors. He has overall responsibility for monitoring Health and safety within the school and for reporting any breaches to me. He is responsible for ensuring compliance with CDM Regulations, and for safe conditions of work for all at the school.

School Health & Safety Committee

I have set up a School Health and Safety Committee which meets termly under the chairmanship of our Health and Safety Manager. The Governor with responsibility for monitoring Health and Safety, are invited to attend these meetings. The other members of the Committee are:

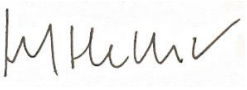
- Health & Safety Manager - chair
- Governor
- Headmistress
- Bursar
- Junior School Head
- IT Director
- Catering Manager
- Nurse
- Operations Manager
- Head of Science
- Head of Boarding
- Head of Food Technology
- Head of Art
- Head of PE

The role of the Committee is to:

- Discuss matters concerning Health and Safety, changes in regulations.
- Monitor and report performance and effectiveness of the health and safety policy.
- Review accidents and near misses and discuss preventative measures.
- Discuss training requirements.
- Review the safety policy guidance and updating it.

- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to Health and Safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

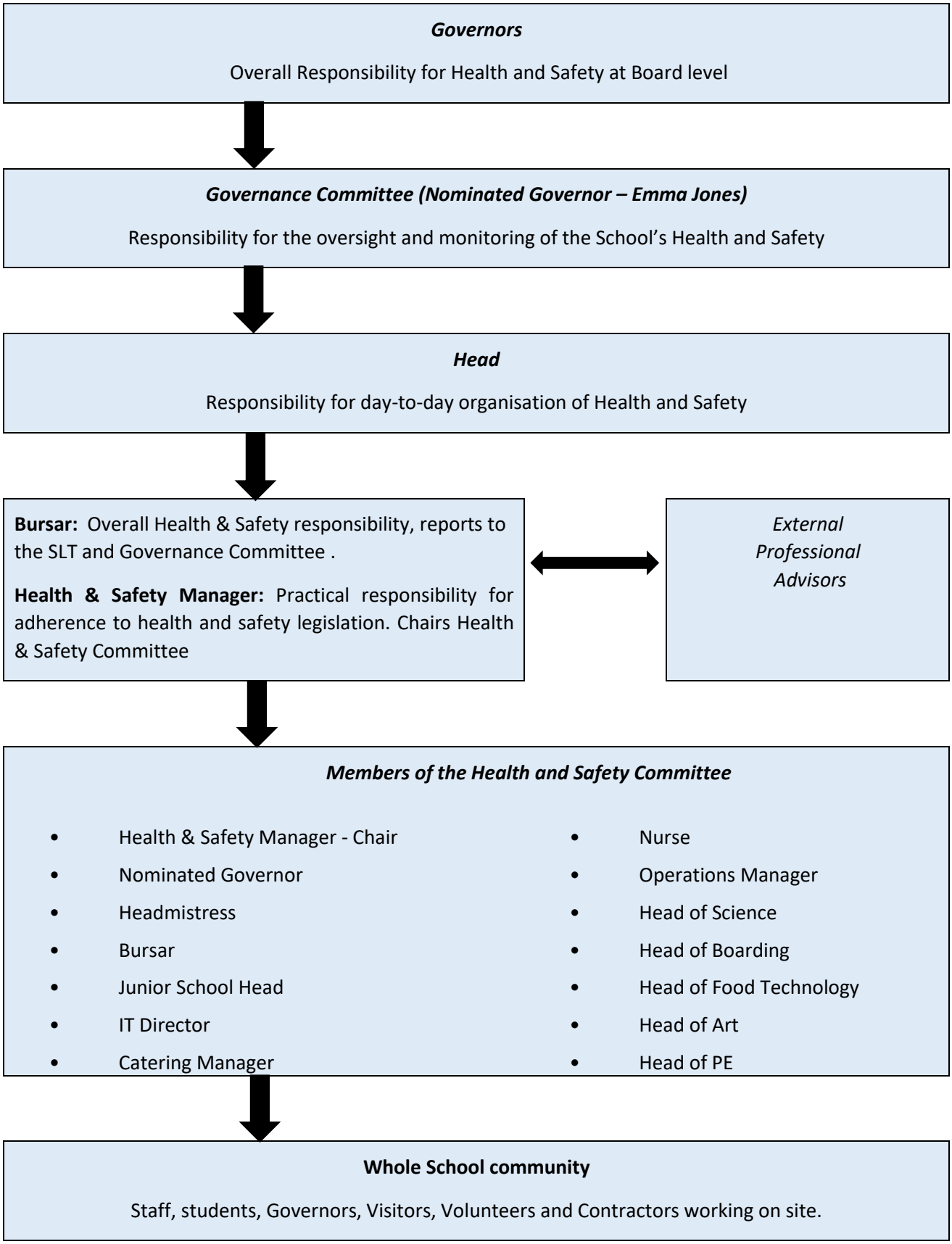
The above constitute the Terms of Reference for the Health & Safety Committee.

Signed by the Head: 

Date: 31 March 2025

Annex A to Part 3

Diagram Showing the Organisation for Health & Safety



Part 4: Specific Arrangements for Health & Safety

The School's Health & Safety Practical Arrangements Policy covers the arrangements for managing specific areas of Health and Safety which includes:

A. Periodic Site Inspections

B. Training of Staff in Health and Safety.

C. Consultation Arrangements with Employees.

D. Recording and Reporting Accidents.

E. Policy and Procedures for Off-Site Visits.

F. Dealing with Health and Safety Emergencies

G. First Aid and Supporting Medical Needs.

H. Occupational Health Services and Managing Work-Related Stress.

I. Workplace Safety for Teachers, Pupils and Visitors.

J. School Security.

K. Violence to Staff.

L. Manual Handling.

M. Slips and Trips.

N. On-Site Vehicle Movements.

O. Management of Asbestos.

P. Control of Hazardous Substances.

Q. Work at Height.

R. Selecting and Managing Contractors.

S. Estate Management.

T. Electrical Safety.

U. Local Exhaust Ventilation.

V. Pressure Systems.

W. Gas Appliances.

X. Lifting Equipment

Y. Glazing Safety

Z. Fire Safety.

Signed by the Health and Safety Manager:

Date: 24th March 2025