HEALTH & SAFETY POLICY

Blundell's
PREPARATORY SCHOOL

Blundell's
FOUNDED 1604

HEALTH AND SAFETY POLICY

Policy Name:	Health and Safety Policy
Applicable to:	Whole School
Name of Sponsor:	Bursar
Date of Policy:	1st November 2026
Date for Next Review:	1st November 2027
Governing Body Oversight:	Yes
Date Approved by Governing Body:	8th September 2025
Date of Next Governing Body Review:	27th November 2026
Published Internally:	Yes
Published on School Website:	Yes

POLICY AMENDMENTS

Date of Amendment	Material Details
8 September 2025	Annual review and updated Statement of Intent.
1st November 2026	Legal framework updated, including KCSIE 2026, the Ionising Radiations Regulations 2017, the Environmental Permitting Regulations 2016, core workplace regulations and the Terrorism (Protection of Premises) Act 2025. New Part Three (Arrangements) added. Ownership of training and accident and RIDDOR reporting consolidated. Head of Estates, Houseparent, volunteer and hirer responsibilities added. Radiation Protection Manager duties corrected. Staff consultation, lockdown and annual reporting to governors added. Change of job titles.

CONTENTS

Part One | Introduction Page 5

Part Two | Organisation and Responsibilities Page 6

Part Three | Arrangements Page 13

Part Four | Training, Review and Monitoring Page 16

Annex A | Statement of Intent Page 18

Annex B | Legal and Regulatory Framework Page 19

Annex C | Estates Procedures Page 22

PART ONE | INTRODUCTION

Purpose and Scope

1. The Governing Body, the leadership team and all staff at Blundell's School are committed to safeguarding the health, safety and welfare of all pupils and members of the Blundell's community, including boarders and those visiting or working at the School.
2. This policy sets out the framework, responsibilities and arrangements through which the School manages Health and Safety in line with the law and recognised good practice.
3. The policy applies to the whole Blundell's community, including pupils, governors, staff, volunteers, contractors, visitors and hirers. It covers all premises under the School's control and all School activities off site.
4. The policy follows the structure recommended by the Health and Safety Executive (HSE).
5. The Statement of Intent is signed by the Health and Safety Governor and the Head and is displayed prominently around the School.
6. This policy is published on the School website and is available on request. All staff are required to read it annually.

Legal and Regulatory Framework

7. Section 2(3) of the Health and Safety at Work etc. Act 1974 requires the School, as an employer of five or more people, to have a written Health and Safety policy and to bring it to the attention of employees. Paragraph 11 of the Independent School Standards Regulations 2014 requires the proprietor to draw up and effectively implement a written Health and Safety policy also.
8. The table at **Annex B** lists the principal legislation and statutory guidance with which this policy is designed to ensure compliance.
9. Where legislation or statutory guidance changes between reviews, the Health and Safety Officer will assess the impact and update this policy and associated procedures accordingly.

Related Policies and Procedures

10. This policy should be read with the following School policies:
    a. Risk Management Policy
    b. Safeguarding Policies
    c. Fire Safety Policy
    d. First Aid Policy
    e. Allergy Policy
    f. Critical Incident Policy
    g. Site Security Policy
    h. Accessibility Policy and Plan
    i. Minibus and Transport Policy
    j. Staff Code of Conduct
    k. Whistleblowing Policy\
    l. Data Protection Policy
11. The policy is supported by the internal Estates Procedures outlined at **Annex C** and available on the School intranet.

PART TWO | ORGANISATION AND RESPONSIBILITIES

The Governing Body

1. The charitable company operating the School, acting through its Governing Body, is the employer and retains overall legal accountability for the health and safety of employees and others affected by the School's activities, including pupils, visitors and contractors.
2. The Governing Body provides strategic oversight and ensures that effective arrangements and adequate resources are in place. Day-to-day responsibilities may be delegated, but overall legal accountability remains with the company.
3. As employer with control of the School premises, the company is the "responsible person" under the Regulatory Reform (Fire Safety) Order 2005. The Governing Body will oversee preparations for compliance with the Terrorism (Protection of Premises) Act 2025 when its substantive duties come into force.
4. The Governing Body is responsible for:
    a. Setting and evaluating the School's Health and Safety standards and approach;
    b. Mitigating risks to try to ensure that the School meets its legal and regulatory obligations;
    c. Providing strategic oversight of Health and Safety management, policies and resourcing;
    d. Ensuring that Health and Safety is appropriately considered in decision making and is adequately resourced, prioritised and protected;
    e. Ensuring that effective arrangements are in place for staff to be adequately trained;
    f. Driving continuous improvement in Health and Safety standards;
    g. Approving major Health and Safety decisions and deciding on risks that fall outside the School's established risk appetite; and
    h. Reviewing and approving this policy at least annually.
5. To discharge these responsibilities:
    a. The Governing Body appoints a Health and Safety Governor, who sits on the Health, Safety and Risk (HSR) Strategy Group and keeps governors informed on health, safety and risk matters;
    b. The Governance Committee receives termly minutes and reports from the HSR Committee and the HSR Strategy Group, reviews the Strategic Risk Register termly, and reports matters of concern to the Governing Body;
    c. The Governing Body receives an annual Health and Safety report from the Health and Safety Officer (see Part Four); and
    d. The Governing Body works closely with the Head and the Senior Executive Team to support, and where appropriate challenge, Health and Safety management.
    e. The Governing Body delegates day-to-day responsibility for the running of the School, including the health, safety and welfare of pupils, staff, visitors and contractors, to the Head.

The Head

6. The Head is responsible for:
    a. Supporting the Governing Body in discharging its responsibilities and keeping it informed about the implementation of this policy;
    b. Ensuring the effective implementation of this policy and a positive safety culture across the School;
    c. Ensuring that Health and Safety is adequately resourced, prioritised and protected, and considered appropriately in decision making;
    d. Ensuring that key staff have clearly established roles, responsibilities and training;

e. Ensuring that competent Health and Safety assistance is appointed, as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999, and that its advice is followed;

f. Ensuring that Health and Safety is considered in relation to the School's duties under the Equality Act 2010;

g. Ensuring that concerns about a pupil's welfare are managed with appropriate attention to their Health and Safety implications;

h. Ensuring that pupil wellbeing and welfare are regularly monitored, at individual and whole-School level, to identify trends and improve systems;

i. Ensuring that critical incident and business continuity plans are in place; and

j. Sitting on the HSR Strategy Group.

The Head of the Prep School

7. The Head of the Prep School reports to the Head and is responsible for the day-to-day implementation of this policy within the Prep School, including EYFS. These responsibilities relate to day-school provision; there is no boarding in the Prep School.

8. The Head of the Prep School is responsible for:

    a. Ensuring that risk assessments and appropriate supervision are in place for Prep School teaching, activities and pupil welfare;

    b. Overseeing EYFS health and safety arrangements, including safer eating and paediatric first aid, with the Senior Nurse;

    c. Overseeing risk assessment and approval of Prep School visits in line with the School's Educational Visits Coordinator arrangements;

    d. Ensuring safe pupil arrival, collection and supervision, including before- and after-school provision;

    e. Arranging termly fire drills with the Fire Safety Officer and implementing emergency procedures;

    f. Ensuring that pupil accidents, incidents and near misses are recorded, investigated and reported to the Health and Safety Officer, and parents informed as required;

    g. Working with whole-School leads on premises safety, medical provision and staff training; and

    h. Promoting a positive safety culture, ensuring staff understand their responsibilities and escalating significant concerns to the Head and through the HSR framework.

The Bursar

9. The Head delegates to the Bursar responsibility for the day-to-day implementation of this policy and for management of the Strategic Risk Register.

10. The Bursar is responsible for:

    a. Maintaining the Strategic Risk Register and ensuring that significant Health and Safety risks are included and regularly updated;

    b. Overseeing the School's Health and Safety management processes and providing guidance on Health and Safety management issues;

    c. Ensuring that appropriate insurance arrangements are in place, including employers' liability insurance;

    d. Reporting to the Head and the Governing Body on Health and Safety matters; and

    e. Sitting on the HSR Strategy Group and chairing the HSR Committee.

The Second Master

11. The Second Master is responsible for the day-to-day implementation of pupil safety procedures, including:

a. Risk assessments relating to boarding, teaching and the welfare of pupils;
b. Acting as, or appointing, the Educational Visits Coordinator and overseeing the risk assessment and approval of educational visits and trips;
c. Catering safety in boarding houses and in areas outside the control of the Catering Department;
d. Investigating accidents, incidents and near misses involving pupils to prevent recurrence, and tracking trends in pupil accident data with the Health and Safety Officer;
e. Arranging, with the Fire Safety Officer, termly fire evacuation drills, including drills in each boarding house during boarding time; and
f. Ensuring that pupils, staff and visitors are aware of this policy and the precautions to follow.

The Senior Executive Team (SET)

12. Members of the SET are responsible for:
    a. Implementing the Health and Safety strategy within their areas of responsibility;
    b. Identifying, assessing and managing significant Health and Safety hazards in their areas;
    c. Ensuring that appropriate risk assessments are carried out for activities under their control;
    d. Promoting a safety-conscious culture within their teams; and
    e. Sitting on the HSR Strategy Group.

The Health and Safety Officer

13. The Head of Estates is the School's Health and Safety Officer and is responsible for:
    a. The day-to-day implementation of Health and Safety procedures and this policy across all operational functions;
    b. Acting as Deputy Chair of the HSR Committee and preparing reports and returns for the HSR Committee and the HSR Strategy Group;
    c. Ensuring that appropriate resources are allocated to Health and Safety activities;
    d. Supporting the Director of People in ensuring that all staff are adequately trained, and in implementing, monitoring and reviewing training procedures;
    e. Obtaining advice from the School's competent Health and Safety adviser and specialist consultants, as required;
    f. Ensuring building compliance in respect of electricity, gas, water, fire, structure, asbestos, security and welfare;
    g. Acting as the School's nominated lead for asbestos management;
    h. Appointing competent contractors, sharing site-specific risk information with them, and ensuring the School meets its client duties under the Construction (Design and Management) Regulations 2015;
    i. Ensuring that purchasing and contracting procedures manage Health and Safety risks effectively;
    j. Owning accident and incident reporting, including making all RIDDOR reporting decisions and notifications to the HSE, and maintaining a single School accident and incident dataset;
    k. Analysing accident and incident data and reporting trends;
    l. Overseeing workplace adaptations for staff identified by the Director of People, and adaptations to the physical environment required by the Accessibility Plan;
    m. Ensuring that staff and visitors are aware of on-site procedures and the precautions to follow;
    n. Ensuring that safety audits are carried out and that findings are reviewed and actioned;
    o. Maintaining the Health and Safety Risk Register and escalating significant risks to the Bursar for the Strategic Risk Register;

p. Leading the development, testing and review of lockdown, invacuation and evacuation procedures, including the public protection procedures required under Martyn's Law; and

q. Presenting an annual Health and Safety report to the Governing Body.

The Director of People

14. The Director of People is accountable for Health and Safety training for all staff, and is responsible for:

a. Identifying training needs with Heads of Department and managers, and ensuring training is delivered in a timely way;

b. Maintaining the Health and Safety training matrix, including refresher periods, with the Health and Safety Officer;

c. Ensuring that all new staff receive an induction and a copy of this policy and any other relevant documents;

d. Ensuring that all staff read this policy annually and understand their personal responsibilities;

e. Risk assessing staff returning to work after illness or injury, pregnant workers, new mothers, young workers and staff with medical conditions or additional needs, and identifying workplace adaptations; and

f. Leading the arrangements for consulting staff on Health and Safety and for managing work-related stress.

The Head of Estates

15. The Head of Estates is responsible for:

a. Managing the planned preventative maintenance and statutory inspection programme set out in the Estates Procedures, and keeping records of inspections and remedial work;

b. Operating the permit-to-work system and supervising contractors on site day to day, including ensuring that the asbestos register is consulted before any work affecting the building fabric;

c. Prioritising and actioning defects reported through the maintenance request system;

d. Tree safety inspections, inspection of play and sports equipment, and on-site vehicle and pedestrian traffic management;

e. Maintaining the general personal protective equipment stores; and

f. Recording Tool Box Talks for estates and grounds staff, including subjects, content and attendance.

The Fire Safety Officer

16. The Fire Safety Officer is responsible for:

a. Providing expert and timely advice to the School on all fire safety matters;

b. Advising on fire risk assessments, safe operating procedures and fire safety policies;

c. Undertaking regular fire safety reviews and supporting evacuation drills; and

d. Liaising with the Health and Safety Officer as required.

The Senior Nurse and Medical Centre Team

17. The Senior Nurse and the Medical Centre team are responsible for:

a. Implementing the First Aid Policy and providing medical support to the School community;

b. Advising on first aid cover across the School in line with the first aid needs assessment, including paediatric first aid cover for EYFS pupils;

c. Maintaining medical records of treatment given and passing accident information to the Health and Safety Officer for recording and RIDDOR decisions;

d. Maintaining and replenishing first aid supplies;

e. Maintaining individual healthcare plans and arrangements for the administration and storage of medicines, and the School's defibrillators;

f. Identifying, with the Director of People, the first aid training needed across the School;

g. Reporting to the HSR Committee on medical matters; and

h. Ensuring that the Medical Centre team's training and skills are up to date.

The Senior Leadership Teams (BDLT, ELT, OLT and Prep SLT)

18. Members of the Senior Leaderships teams across the whole School are responsible for:

    a. Implementing the Health and Safety strategy within their areas of responsibility;

    b. Identifying, assessing and managing significant hazards in their areas, and ensuring risk assessments are carried out;

    c. Promoting a safety-conscious culture within their teams; and

    d. Chairing HSR Sub-Committees where applicable and sitting on the HSR Committee.

Houseparents

19. Houseparents are responsible, within their boarding house, for:

    a. Implementing boarding risk assessments, including those for sleeping accommodation and night-time supervision;

    b. Ensuring that boarders know the fire evacuation procedure and take part in drills during boarding time;

    c. Reporting accidents, incidents, near misses and defects promptly; and

    d. Raising Health and Safety as a standing item at House Parent meetings.

Heads of Department

20. Heads of Department are responsible for the Health and Safety of those affected by the activities of their department. They may delegate the completion of a risk assessment to a suitable member of their team but remain responsible for it.

21. Heads of Department are responsible for:

    a. Ensuring that risk assessments are carried out for all departmental activities, and reviewing and approving them;

    b. Implementing and monitoring the control measures identified in risk assessments;

    c. Maintaining up-to-date departmental procedures in line with good practice, including CLEAPSS guidance for science and design and technology;

    d. Ensuring that personal protective equipment is provided and used where required;

    e. Ensuring that departmental equipment is properly maintained, in consultation with the Head of Estates, and that hazardous waste is disposed of safely;

    f. Ensuring compliance with occupational health requirements, such as controls on noise and dust;

    g. Identifying departmental training needs with The Director of People, and ensuring staff in their areas of responsibility are in date for health, safety and risk assessment training;

    h. Ensuring adequate staffing to assist with evacuations;

    i. Informing The Director of People and the Health and Safety Officer promptly of any staff absence following an accident; and

    j. Reporting Health and Safety concerns to the relevant HSR Sub-Committee.

Line Managers

22. Line Managers are responsible for:

    a. Supporting their Head of Department in implementing this policy;

    b. Ensuring that staff they supervise understand and comply with health, safety and risk management requirements;

    c. Monitoring the effectiveness of control measures; and

d. Reporting concerns and incidents to their Head of Department.

The Transport Manager

23. The Transport Manager is responsible for:

a. Maintaining the School's vehicle fleet and ensuring that each vehicle carries a fire extinguisher, first aid kit and emergency information;

b. Coordinating MiDAS-accredited training for employed and volunteer drivers, and keeping training records up to date;

c. Ensuring that Section 19 minibus permits are current and that drivers hold the appropriate licence entitlement;

d. Arranging periodic checks of driver licences against the DVLA database;

e. Risk assessments and safe systems of work for School transport;

f. Maintaining guidance for staff who drive their own vehicles on School business, including business-use insurance and licence checks;

g. Providing personal protective equipment where required; and

h. Recording and responding to transport accident and incident reports.

The Head of General Services

24. The Head of General Services is responsible for:

a. The safe operation of the School's catering facilities and activities, in line with this policy, the Food Safety Act 1990, food hygiene regulations and current food safety guidance;

b. Implementing the Allergy Policy, including the allergen labelling requirements of Natasha's Law;

c. Ensuring that catering staff are trained and work safely, with training records maintained with the Director of People;

d. Carrying out risk assessments for catering activities;

e. Providing and maintaining personal protective equipment;

f. Ensuring adequate first aid cover in catering areas;

g. Arranging regular maintenance and cleaning of catering facilities; and

h. Recording accidents and informing the Director of People and the Health and Safety Officer promptly of any staff absence following an accident.

The Lettings Manager

25. The Lettings Manager is responsible for

a. The safe operation of lettings in line with this policy;

b. Obtaining from hirers evidence of public liability insurance, their risk assessments and safeguarding arrangements, and any relevant training records;

c. Ensuring that hirers are inducted and that groups using School premises are overseen;

d. Ensuring that lettings staff are trained, with training records maintained with the Director of People;

e. Ensuring adequate first aid cover for lettings activities; and

f. Recording accidents and informing the Director of People and the Health and Safety Officer promptly of any staff, contractor or hirer absence following an accident.

The Radiation Protection Manager

26. The Radiation Protection Manager is responsible for:

a. Appointing an HSE-recognised Radiation Protection Adviser (RPA) and keeping a record of the current appointment;

b. Maintaining compliance with the Ionising Radiations Regulations 2017 and the Environmental Permitting (England and Wales) Regulations 2016, including any registration or permit held by the School;

c. Arranging inspection of facilities and ensuring they are maintained in line with the RPA's advice;

d. Owning and reviewing radiation protection risk assessments;

e. Providing induction training to those who need it; and

f. Sharing safety information with the Health and Safety Officer for dissemination.

All Staff

27. All staff contribute to a safe environment at School and during School activities off site by:

    a. Taking reasonable care of their own Health and Safety and that of others;

    b. Complying with control measures identified in risk assessments and with safe working procedures;

    c. Carrying out and contributing to risk assessments, and suggesting improvements;

    d. Participating in Health and Safety training;

    e. Reporting accidents, incidents, near misses, hazards and defects promptly; and

    f. Setting a positive example to pupils.

28. Specialist Health and Safety responsibilities for individual roles may be set out in job descriptions and supported by specific training.

Pupils and Parents

29. Pupils and parents are responsible for:

    a. Following the School's Health and Safety instructions and advice, on site and off site;

    b. Reporting hazards to a member of staff; and

    c. Taking part in the Health and Safety education and training provided by the School.

Contractors

30. Contractors are required to:

    a. Provide evidence that they have risk assessed their planned work;

    b. Comply with this policy and with the School's contractor access, permit-to-work and asbestos procedures;

    c. Take part in any site induction and training provided;

    d. Remain with a designated member of staff when required;

    e. Hold appropriate insurance;

    f. Report any incidents or hazards to the School; and

    g. Act at all times in the interests of their own safety and that of others.

Visitors, Volunteers and Hirers

31. Visitors, volunteers and hirers are required to:

    a. Comply with this policy and follow any safety briefing given;

    b. Remain with a designated member of staff when required;

    c. Report any incidents or hazards to the School; and

    d. Act at all times in the interests of their own safety and that of others.

32. Volunteers must also complete the safeguarding checks, induction and Health and Safety training required for their role.

PART THREE | ARRANGEMENTS

Overview

1. This Part summarises the School's arrangements for managing and number of key hazards.
2. Supporting procedures are outlined in the Estates Procedures at Annex C, and in the related policies listed in Part One.
3. Each arrangement set out below has a named owner who is responsible for review, compliance and implementation.

Risk Assessments

4. Risk assessments are carried out for all significant activities and hazards in line with the Risk Management Policy and EP 20. They are recorded and communicated to those affected and reviewed at least annually or when circumstances change.
5. **Owners:** Heads of Department and Line Managers, supported by the Health and Safety Officer.

First Aid

6. First aid provision is based on a first aid needs assessment and set out in the First Aid Policy. It includes paediatric first aid cover for EYFS pupils on site and on outings.
7. **Owner:** Senior Nurse.

Accidents, Incidents and RIDDOR

8. All accidents, incidents and near misses are recorded under EP 25 and investigated in proportion to their seriousness. The Health and Safety Officer decides whether an event is reportable under RIDDOR and makes all notifications within the statutory timescales. Parents of EYFS pupils are informed of any accident or injury on the same day.
9. **Owner:** Health and Safety Officer.

Fire Safety

10. Fire risk assessments, procedures and evacuation drills are set out in the Fire Safety Policy and the fire safety Estates Procedures. Drills take place at least termly, including during boarding time in each boarding house.
11. **Owner:** Health and Safety Officer, advised by the Fire Safety Officer.

Security, Lockdown and Evacuation

12. The School maintains lockdown, invacuation and evacuation procedures and the public protection procedures required under Martyn's Law. They are tested at least annually and staff are trained in them. Visitor sign-in and site access control are set out in the Security and Lockdown Procedures.
13. **Owner:** Health and Safety Officer.

Contractors and Construction Work

14. Contractors are appointed, inducted and controlled under EP 13 and EP 16. The asbestos register is consulted before any work affecting the building fabric, and the School discharges its client duties under CDM 2015.
15. **Owner:** Head of Estates.

Premises, Plant and Equipment

16. Statutory inspection and maintenance of electrical, gas, water, lift and lifting, pressure, ventilation, lightning protection and emergency lighting systems are carried out under the Estates Procedures and recorded.
17. **Owner:** Head of Estates.

Asbestos

18. An asbestos register and management plan are maintained under EP 04 and made available to anyone who may disturb the building fabric.

19. **Owner:** Health and Safety Officer.

Hazardous Substances and Practical Subjects

20. COSHH assessments are held for hazardous substances under EP 18. Science and design and technology departments follow CLEAPSS guidance, and local exhaust ventilation is examined under EP 14.
21. **Owners:** Heads of Department, supported by Head of Estates

Radiation and Radon

22. Radioactive sources are managed by the Radiation Protection Manager. The School will establish whether any part of the site lies in a radon-affected area and, where it does, measure radon in occupied ground-floor and basement rooms.
23. **Owner:** Radiation Protection Manager, supported by the Health and Safety Officer.

Sport, PE and the Swimming Pool

24. Sport and PE are risk assessed, including supervision, equipment checks, anchoring of goalposts, and concussion management in line with the UK Concussion Guidelines for Grassroots Sport. The swimming pool is operated under EP 21.
25. **Owner:** Head of Estates and Deputy Head Co-Curricular.

Educational Visits

26. Visits are planned, risk assessed and approved in line with the Educational Visits Policies.
27. **Owner:** Second Master and Educational Visits Coordinator.

Transport

28. School vehicles, driver training and licence checks are managed as set out in Part Two. Staff using their own vehicles on School business must hold business-use insurance.
29. **Owner:** Transport Manager.

Boarding

30. Boarding house risk assessments cover sleeping accommodation, night-time supervision and fire safety in line with the National Minimum Standards for Boarding Schools.
31. **Owner:** Second Master and Houseparents.

Early Years Foundation Stage

32. The EYFS setting meets the safeguarding and welfare requirements of the EYFS Statutory Framework, including paediatric first aid, safer eating and supervision.
33. **Owner:** Head of Prep School.

Pupils with Medical Conditions

34. Pupils with medical conditions have individual healthcare plans where appropriate, and medicines are administered and stored in line with the School's medical policies.
35. **Owner:** Senior Nurse.

Catering and Allergens

36. Food is prepared and served in line with food safety law, and allergen information is managed under the Allergy Policy.
37. **Owner:** Head of General Services.

Staff Health and Wellbeing

38. Work-related stress is assessed using the HSE Management Standards. Lone working (EP 19), display screen equipment (EP 26), new and expectant mothers, staff returning from illness or injury, and young workers are risk assessed.
39. **Owner:** Director of People.

Consultation with Staff

40. Staff are consulted on Health and Safety through staff representation on the HSR Committee and appointed safety representatives. Staff may also raise concerns through line management, the maintenance request system or the Whistleblowing Policy.
41. **Owner:** Director of People.

Lettings

42. Hirers are vetted, inducted and overseen as set out in Part Two and the Lettings Policy.
43. **Owner:** Lettings Manager.

Records

44. Health and Safety records, including accident records, asbestos records and inspection certificates, are retained in line with the School's data retention schedule and UK GDPR.
45. **Owner:** Compliance Manager

PART FOUR | TRAINING, MONITORING AND REVIEW

Training

1. The Director of People is accountable for Health and Safety training, supported by the Health and Safety Officer and Heads of Department.
2. All staff receive the training and support they need to carry out their Health and Safety responsibilities, including:
    a. Health and Safety awareness training at induction;
    b. Risk assessment training;
    c. Specialist training for staff with specific Health and Safety responsibilities, as determined by Heads of Department and the Health and Safety Officer;
    d. Refresher training at the intervals set out in the training matrix, and at least every two years where no other interval applies; and
    e. Additional training when new hazards are identified or procedures change.
3. Training materials, including this policy, are available to all staff. Staff should ask for further guidance at any time.
4. The effectiveness of training is evaluated through feedback, knowledge checks and the monitoring of Health and Safety standards.

Health, Safety and Risk (HSR) Management Framework

5. Health, safety and risk are managed through the HSR Management Framework set out in the Risk Management Policy. In summary, this is as below:

Body	Role	Chair and reporting
HSR Strategy Group	Strategic oversight of health, safety and risk; sets priorities and reviews significant risks.	Includes the Head, SET, Bursar and Health and Safety Governor. Reports to the Governance Committee.
HSR Committee	Operational management of Health and Safety; reviews accident data, audits and Sub-Committee reports. Meets at least termly.	Chaired by the Bursar; Deputy Chair the Health and Safety Officer. Includes SLT and OLT members and staff representatives.
HSR Sub-Committees	Manage Health and Safety in specific areas of the School.	Chaired by SLT or OLT members. Report to the HSR Committee.

Monitoring

6. The Health and Safety Officer presents an annual Health and Safety report to the Governing Body. The report covers accident and incident trends, audit findings, training compliance, the status of statutory inspections, and progress against improvement actions.
7. The School uses active and reactive monitoring to measure its Health and Safety performance.

Active monitoring	Reactive monitoring
• Governor audits and facility tours • Internal safety audits • External specialist audits • Fire risk assessments • Legionella risk assessments • Security penetration tests • Periodic testing and inspection of premises and equipment • Catering inspections, including local authority food hygiene inspections • Review of findings from regulatory inspections, such as ISI	• Accident and incident reports and statistics • Near-miss reports • Maintenance requests • Occupational ill-health data, including work-related stress • Insurance claims, including those settled with payment • Enforcement action by regulators, including improvement and prohibition notices and any prosecutions

Continuous Improvement

8. The School takes a continuous improvement approach to Health and Safety by:
    a. Making Health and Safety a standing agenda item at Governing Body, SET, SLT (ELT, BDLT, OLT and Prep SLT) and House Parent meetings;
    b. Inviting and considering pupil voice on Health and Safety;
    c. Providing an online maintenance request system through which staff report defects and safety issues, with all matters prioritised and actioned;
    d. Learning from accidents, incidents and near misses;
    e. Benchmarking against good practice; and
    f. Carrying out regular internal and external audits and reviews.

Review

9. This policy is reviewed by the Governing Body at least annually, and sooner if there are significant changes in legislation, guidance or School circumstances, or following a serious incident.

Blundell's
FOUNDED 1604

Health and Safety Statement of Intent

The Governing Body, the leadership team and all staff at Blundell's School are committed to safeguarding the health, safety and welfare of all pupils and members of the Blundell's community, including boarders and those visiting or working at the school.

Our Health and Safety Policy provides the framework and controls through which we manage health and safety in line with the law and good practice. It applies to the whole Blundell's community, including pupils, governors, staff, volunteers, contractors, visitors and hirers, and to all premises under School control and School activities off site. This Statement is displayed prominently around the school, and the full policy is published on the school website and available on request.

Blundell's School will:

- Provide safe premises, equipment and systems of work.
- Provide a healthy working, learning and living environment, including adequate welfare facilities.
- Safeguard the health, safety and welfare of boarders in line with the National Minimum Standards for Boarding Schools.
- Provide safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide the information, training and supervision everyone needs to live, work and learn safely.
- Provide safe access to and egress from all areas of the school.
- Maintain and implement Risk Management, Fire Safety and First Aid policies.
- Provide clear procedures for fire evacuation, lockdown and invacuation, first aid, serious incidents and safeguarding concerns, and train staff in them.
- Investigate accidents, incidents and near misses in proportion to their seriousness, and act to prevent recurrence.
- Consult staff on health and safety matters.
- Display emergency contact details prominently throughout the school.
- Comply with all statutory health and safety obligations, regulations and standards.
- Carry out internal and external health and safety audits to ensure compliance and continuous improvement.
- Review the Health and Safety Policy at Governing Body level at least annually.
- Appoint a Health & Safety Governor, a Health & Safety Officer, a Fire Safety Officer and competent health and safety advice.

Key Responsibilities:

- The **Governing Body** holds ultimate responsibility for health and safety and delegates day-to-day responsibility for implementing this policy, and for ensuring adequate resources, to the **Head**.
- **All staff, volunteers, contractors, visitors and hirers** must take reasonable care of their own health and safety and that of others, comply with the school's health and safety arrangements, report hazards, incidents and near misses promptly, follow safe working procedures and set a positive example to pupils.
- **All pupils** are expected to follow safety instructions and School rules, use equipment safely, report defects, not interfere with safety equipment or procedures, and take care of their own safety and that of others.





Head, Mr Gareth Pearson | Health & Safety Governor, Dr Andy Smith | 1st October 2026

ANNEX B | LEGAL & REGULATORY FRAMEWORK

Legislation or Guidance	Summary of Key Duties	Related procedure
Core Health and Safety Law		
Health and Safety at Work etc. Act 1974	Mitigate risks to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others affected by the School's activities.	This Policy
Management of Health and Safety at Work Regulations 1999	Assess risks and implement controls (reg. 3); appoint competent assistance (reg. 7); protect new and expectant mothers (reg. 16) and young persons (reg. 19).	EP 20
Workplace (Health, Safety and Welfare) Regulations 1992	Minimum standards for workplace conditions and welfare facilities.	EP 09, EP 11
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	Report specified injuries, diseases and dangerous occurrences to the HSE, including injuries to pupils and visitors taken directly to hospital where the accident arose out of or in connection with a work activity.	EP 25
Health and Safety (First-Aid) Regulations 1981	Provide adequate first aid equipment, facilities and trained people for employees.	First Aid Policy
Safety Representatives and Safety Committees Regulations 1977; Health and Safety (Consultation with Employees) Regulations 1996	Consult employees on Health and Safety matters.	Part Three
Premises, Plant and Equipment		
Regulatory Reform (Fire Safety) Order 2005 and Fire Safety (England) Regulations 2022	Assess fire risks and implement fire safety measures (art. 9).	Fire Safety Policy, EP 03, EP 06, EP 08
Control of Asbestos Regulations 2012	Identify and manage asbestos in premises (reg. 4).	EP 04
Electricity at Work Regulations 1989	Construct, maintain and use electrical systems and equipment so as to prevent danger.	EP 01, EP 07
Gas Safety (Installation and Use) Regulations 1998	Maintain gas appliances, fittings and flues in a safe condition using Gas Safe registered engineers.	EP 12
Provision and Use of Work Equipment Regulations 1998; Lifting Operations and Lifting Equipment Regulations 1998	Keep work equipment suitable, maintained and inspected; thoroughly examine lifts and other lifting equipment.	EP 10
Pressure Systems Safety Regulations 2000	Examine pressure systems under a written scheme of examination.	EP 15
HSE Approved Code of Practice L8	Assess and control legionella risks in water systems.	EP 02, EP 23

Construction (Design and Management) Regulations 2015	Duties on the School as client for construction and refurbishment work.	EP 13, EP 16, EP 22
Specific Hazards		
Control of Substances Hazardous to Health Regulations 2002	Assess and control risks from hazardous substances (reg. 6).	EP 14, EP 18
Manual Handling Operations Regulations 1992	Avoid, assess and reduce manual handling risks (reg. 4).	EP 20
Work at Height Regulations 2005	Plan, assess and carry out work at height safely.	EP 16
Health and Safety (Display Screen Equipment) Regulations 1992	Assess risks from display screen equipment (reg. 2).	EP 24, EP 26
Control of Noise at Work Regulations 2005	Assess and control exposure to noise.	EP 17
Personal Protective Equipment at Work Regulations 1992 (as amended 2022)	Provide suitable PPE where risks cannot be controlled by other means.	Department procedures
Ionising Radiations Regulations 2017; Environmental Permitting (England and Wales) Regulations 2016	Control the use and holding of radioactive sources; manage radon in workplaces in radon-affected areas.	Radiation protection procedures
Food Safety Act 1990 and food hygiene regulations, including Natasha's Law	Prepare and handle food safely; label allergens on food prepacked for direct sale.	Allergy Policy
Terrorism (Protection of Premises) Act 2025 (Martyn's Law)	Standard Tier duties: documented public protection procedures for evacuation, invacuation, lockdown and communication.	Security and Lockdown Procedures
Education, safeguarding and welfare		
Independent School Standards Regulations 2014	Written Health and Safety policy (para. 11); fire safety (para. 12); first aid (para. 13); supervision (para. 14); risk assessment (para. 16); premises standards (Part 5).	This Policy; Risk Management Policy
National Minimum Standards for Boarding Schools (NMS) 2022	Risk assess boarders' safety and welfare, activities and sleeping accommodation.	Boarding procedures
EYFS Statutory Framework (current edition)	Safeguarding and welfare requirements, including paediatric first aid, safer eating, and safe and suitable premises and equipment.	Prep School procedures
Keeping Children Safe in Education 2026	Statutory safeguarding guidance, including premises and safer recruitment requirements.	Safeguarding Policies
Children Act 1989 and 2004; Safeguarding Vulnerable Groups Act 2006	Framework for the care and protection of children and for regulated activity.	Safeguarding Policies
Equality Act 2010	Make reasonable adjustments so that disabled pupils and staff are not at a substantial disadvantage.	Accessibility Plan
DfE guidance: First aid in Schools; Supporting pupils with medical conditions at School	Assess first aid needs; support pupils with medical conditions (adopted as best practice).	First Aid Policy

UK GDPR and Data Protection Act 2018 (as amended, including by the Data (Use and Access) Act 2025)	Process and retain accident, health and other personal data lawfully and securely.	Data Protection Policy

ANNEX C | ESTATES PROCEDURES

Ref	Procedure	Ref	Procedure
EP 01	Portable Appliance Testing (PAT)	EP 13	Contractor Access
EP 02	Legionella	EP 14	Local Exhaust Ventilation
EP 03a	Fire Door Inspection	EP 15	Safety of Pressure Systems
EP 03P	Fire Safety (Prep School)	EP 16	Permit to Work
EP 03S	Fire Safety (Senior School)	EP 17	Control of Noise at Work
EP 04	Asbestos	EP 18	COSHH
EP 05	Lightning Protection	EP 19	Lone Working
EP 06	Emergency Lighting	EP 20	Risk Assessment
EP 07	Fixed Electrical Installations	EP 21	Swimming Pool
EP 08	Fire Alarm System	EP 22	Site Set Up
EP 09	Lighting	EP 23	Air Conditioning and Ventilation Systems
EP 10	Lift Installations	EP 24	Eye Care Procedure
EP 11	Structural Safety of Buildings	EP 25	Accidents
EP 12	Gas Installation Safety	EP 26	Workstation Assessment Procedure

The Health and Safety Officer will develop further Estates Procedures for Radon and Tree safety by January 2027.