Policy No.EN19a.1.

RIKKYO SCHOOL

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES

Lead Person for Policy: Mr. Rob Preddy (Director of Operations)

This policy applies to the whole school

The Policy is available to the school staff via TEAMS and Staff Share

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

Part 1: General Statement of Health and Safety Policy

As governors The Rikkyo School in England, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all 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 The Rikkyo School in England by appointing, David McKenzie 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 Master and delegated to the Director of Operations. However, as governors, we have specified that that the school should adopt the following framework for managing health and safety:

David McKenzie attends the meetings of the school's health and safety committee termly 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 Safeguarding and Health & Safety 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 regularly by competent professionals.

These reports (as per point above) are considered by the Estates 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 Contractor arranges for an independent

hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the Operations Director reports on all these aspects to the Safeguarding and Health & Safety Committee.

The school has fire risk assessments, carried out by a competent person. Fire risk assessments are kept under regular review and reviewed whenever there is reason to suspect that they are no longer valid or where a significant change has occurred. The School additionally commissions a formal competent person review at least every three years. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Finance and General Purposes Committee.

Boarders and staff are instructed in the action to take in the event of fire or another emergency and are familiar with the evacuation arrangements applying to boarding accommodation, including during the night. Fire drills involving boarding accommodation will be undertaken at least once in each term during boarding time. At least one drill each year will be undertaken overnight, unless a recorded risk assessment determines that an overnight drill would be detrimental to boarders' welfare. Records of all drills, findings and any resulting actions will be maintained and monitored.

An external health and safety consultant 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 Finance and General Purposes Committee.

The School maintains and implements a separate Risk Assessment Policy which applies to all School activities and premises, including boarding accommodation and activities undertaken by all students. Identified risks are recorded, appropriate control measures implemented, and actions arising from risk assessments monitored to completion.

The school has a competent person undertake a risk assessment for legionella, every two years.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. 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 and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits [and to selected members of the non-teaching staff].

The School has separate Educational Visits and Off-Site Activities procedures to ensure the safety and welfare of students, including boarders, while off the School site but under the School's care. Activities and visits are subject to proportionate risk assessment and appropriate supervision

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 Management Team ("SMT") 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 bursar.

All employees are briefed on where copies of this statement can be obtained on Microsoft Teams. 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 part two of this document.

Signed:

Date Published: October 2026
Next Review: October 2027

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