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.

Scope: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations, along with the National Minimum Standards (NMS) for boarding schools, (DfE: currently in force) as cited in Appendix A: List of policies and documents.

Related documents:

- Safeguarding (Child Protection) Policy:
- Positive Mental Health and Well-being Policy:
- Boarding Students & Parents Handbooks

Monitoring and Review: : The text of this policy is necessary and proportionate to meet the needs of Rikkyo School, supporting the staff who work with our pupils, making clearer the responsibilities of school staff, volunteers, proprietor and the Board of Governors.These arrangements are subject to continuous monitoring, refinement, and audit by the Co- Chair of governors, who will undertake a full annual review, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Signed:

Date Published: October 2026
Next Review: October 2027

岡野　透	*J N Pratten*
Dr T Okano	Mr J N Pratten
Headmaster	Chairman of GAB

Part 2: Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

1. **GOVERNANCE ADVISORY BOARD ("THE BOARD")**

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Head Master to account in respect of the requirements set out in this policy.

2. **HEAD MASTER**

The Head Master will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head Master will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head Master will also report to the Board on health and safety performance and will assist the Board in implementing changes in the Policy which the Board have approved. The Head Master will be responsible for the implementation of an Emergency Plan.

3. **DIRECTOR OF OPERATIONS**

The Director of Operations will have delegated by the Head Master the day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors

They will also act as the School Health & Safety Officer, whose duties will include:

- advising the Head Master on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;

- co-ordinating and implementing training
- monitoring health and safety within the School and raising concerns with the Head Master;
- compliance with the Construction (Design and Management) Regulations;
- Investigating accidents and incidents and recording the same.

4. HEADS OF DEPARTMENT (TEACHING & SUPPORT)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Head of PE
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Head of Music
- Trips and visits – Educational Visits Officer
- Catering and cleaning functions – Catering Manager

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

5. ESTATES DEPARTMENT

The Maintenance Dept. and Transport Coordinator will assist the Director of Operations with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors.
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos,
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

6. EXTERNAL HEALTH AND SAFETY ADVISORS

The Director of Operations will arrange as appropriate for external consultants to **advise** on matters of health and safety within the School. Such provision may include:

- Structural surveyors are used to give advice on the external fabric of the school when required.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.

- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced annually.
- Fume cupboards used in the science department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager arranges for:

    - an independent hygiene and safety audit of food storage, meal preparation and food serving areas annually.
    - professional advice from a dietician on healthier food, menu planning and special diets as needed.
    - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
    - appropriate pest control measures to be in place.

- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and call points are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella, every two years.
- The school maintains an asbestos register and the Director of Operations is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. He/she is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school has current electrical test certificates for all its buildings. It uses 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.
- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

7. THE GAB HEALTH AND SAFETY COMMITTEE

The GAB Committee will meet once a term, and will be chaired by the Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- The Chair of GAB
- The Headmaster
- The Bursar
- The Assistant Bursar who also acts as secretary
- Deputy Head Pastoral
- The Director of Operations
- A further Governor

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- 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 work place;
- encourage suggestions and reporting of defects by all members of staff.

8. INTER-DEPARTMENT HEALTH AND SAFETY COMMITTEE

The Committee will meet once a term, and will be chaired by the Director of Operations. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- The Headmaster
- Deputy Head pastoral
- The Assistant Bursar, who also acts as secretary
- Head of Health and Wellbeing
- Catering Manager
- Fire Officer
- Domestic Supervisor
- Transport Coordinator
- Garden House Matron
- Oak House Matron
- Maple House Matron

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- 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.

9. HEAD OF HEALTH AND WELLBEING

- The Head of Health and Wellbeing will be responsible for:
    - Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.
    - Keeping statistics and preparing summary reports for the School Health and Safety Committee.
    - Arrange the escorting of pupils to hospital.
    - Checking that all first aid boxes and eye wash stations are replenished.

10. STAFF

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / School Health & Safety Officer of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY

GOVERNORS/TRUSTEES
Overall responsibility for health and safety at main Board level

Named governor with responsibility for oversight of
of health and safety

Headmaster
Responsibility for day-to-day operations and organisation of health and safety

Director of Operations:
School Health & Safety Officer
Responsibility for management of safety and security of site
Regulatory compliance

…… *External professional advisors*

CHAIR OF GAB HEALTH & SAFETY COMMITTEE

Members of the GAB Health and Safety Committee

The GAB Chair	Named Governor	Headmaster	Bursar
Assistant Bursar	Deputy Head Pastoral	Operations Director	

CHAIR OF INTER-DEPARTMENT HEALTH & SAFETY COMMITTEE

Members of the Inter-Department Health and Safety Committee

Named Governor	Headmaster	Deputy Head Pastoral
Assistant Bursar	Head of Health and Wellbeing	Catering Manager
Fire Officer	Domestic Supervisor	Transport Coordinator
Garden House Matron	Oak House Matron	Maple House Matron

Whole School Community

Staff	Pupils	Governors	Visitors	Volunteers	Contractors working on-site.