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## **Health, Safety & Welfare Policy**

**Policy Custodian:** Bursar

**Approving Body:** Board of Governors

**Approved:** June 2022

**Amended:** November 2023

*(This policy is applicable to both Merchant Taylors School (MTS) and (MTP))*

### **Policy Statement**

protect the health, safety, and welfare of all those who

Both MTS and MTP have their own Health and Safety Committee. Each Committee is made up of key members of staff, mainly Heads of Departments and others holding a position of responsibility within the School structure. The makeup of each Committee is shown at appendix 3. These Committees are to meet termly to consider past, current and future health and safety related matters and to ensure that suitably high standards of Health Safety and Welfare are being maintained. If a Committee member cannot attend for any reason, they are duty bound to ensure a departmental representative deputises for them at the meeting.

Heads of Department (both Teaching and Support functions) have an absolute and clear responsibility for the health, safety and welfare of all activities and equipment within their department. Deputy Heads of Department share this responsibility.

All employees have a duty to co-operate by working and behaving in a manner that is safe for both themselves and others and only carrying out work for which they are trained, competent and capable of doing, under supervision where required.

at every Health and Safety Committee meeting as a standing agenda item. At MTP, all staff accidents and near misses are reported to the SBM. Pupil accidents and near misses are reported to the relevant member of SLT. Both of these are reported at the termly Health and Safety Committee as a standing agenda item, via the relevant member of SLT and the School Nurse. Staff are required to submit their reports as soon as the concerning matter is noticed. Should any trends be identified, measures are put in place to mitigate their cause. Such measures may take the form of staff training, preventative maintenance, raising staff awareness etc...

Any accidents at MTS requiring medical attention must be reported via an accident form to the Surgery, or via the electronic reporting form located on the MTS Staff SharePoint site. Any accidents at MTP requiring medical attention must be reported using an accident form via the School Nurse, recorded on iSAMS and communicated at Pastoral Care Committee.

This reporting forms part of the collective responsibility amongst staff at MTS and MTP. It is preferable to deal with an observation and mitigate the risk early on, rather than leaving it and waiting for an incident or accident to occur.

## **Standard Operating Procedures**

SOP 80 Noise

SOP 81 On Site Vehicle Movement.

All staff must be aware of and adhere to the provisions of the SOPs relevant to their areas of responsibility. If any questions remain after reading the SOP, staff at MTS are advised to approach the Head of Operations at MTS and the School Business Manager at MTP.

The SOPs listed above provide specific information relevant to certain roles and responsibilities within the School. However, the following paragraphs highlight key areas of health and safety that are of significant relevance to all employees, irrespective of their position within the School.

**Personal Protective Equipment (PPE)**

Staff should refer to SOP 54 for more detail.

### **Communicating and Consulting with Employees**

As part of the MTS and MTP ethos regarding health, safety and welfare, employees are encouraged to actively communicate their observations and concerns and raise any questions they might have with the relevant personnel. Those with a responsibility for the management of health, safety and welfare are expected to respond openly and honestly.



## APPENDIX 1

### Reference Documents/Sites

Health and Safety at Work etc. Act 1974  
MTS & MTP Occupational Health, Safety & Welfare Policy Statement.  
MTS Health, Safety and Welfare Management System  
MTS Standard Operating Procedures.  
MTS Risk Assessment Policy (SOP57).  
MTS & MTP First Aid Policy.  
MTS & MTP Fire Safety Policy.  
MTS Employee Handbook.  
MTS Staff SharePoint Site.  
HSE Personal Protective Equipment (PPE) at Work.





## APPENDIX 3

### MTS Health & Safety Committee

Health and Safety Governor  
Bursar  
Head of Operations  
Second Master  
MTP School Business Manager  
Health and Safety Consultant  
Grounds Manager  
Catering Manager  
Director of Sports  
IT Manager  
Buildings Manager  
Head of Art  
School Nurse  
Emergency Medical Technician  
Head of Design and Technology  
Head of Science  
Head Porter  
Lettings Manager  
Head of Outdoor Education / CCF  
Head of Learning Support  
SSI  
MTP Site Manager

### MTP Health & Safety Committee

Health and Safety Governor  
MTP School Business Manager  
Senior Deputy Head  
Head of Operations (MTS)  
Health & Safety Consultant  
Head of Pre-Prep & EYFS  
Site Manager  
Groundsman  
School Nurse  
SENDiCO  
Catering Manager