



Health and Safety Policy Statement

This policy applies to all staff, and visitors to the school.

Also, where it applies, to pupils including those in EYFS.

Responsibility of: The Director of Finance & Resources/Estates Manager

Reviewed: November 2025

Next Review Date: November 2026

Health and Safety Policy

Part 1: General Statement of Health and Safety Policy

This Policy is governed by the Winchester College Health & Safety Policy as overseen by the Warden and Fellows of Winchester College as Governors of The Pilgrims' School. ("School"). See the College website: [Policies & Reports - Winchester College | Independent Boarding School](#)

The Governing Body fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all our employees, pupils, contractors, parents, visitors and any 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 Governing Body are committed to promoting the welfare of all in our community so that effective learning can take place. In addition, we nominate one governor to have responsibility for taking an oversight of Health and Safety.

Day-to-day responsibility for the operation of Health and Safety at the School is vested with the Headmaster and the Director of Finance & Resources. The School employs the Estates and Facilities Manager who is a "Competent Person" on a permanent full time basis. However, as Governors, we have specified that the School should adopt the following framework for managing Health and Safety:

- The Governor overseeing Health and Safety receives copies of: all the minutes of the Health and Safety meetings, reports from the Estates and Facilities Manager, and meets regularly with the Headmaster and Director of Finance & Resources to review them and other relevant paperwork.
- A report on Health and Safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, completeness of fire risk assessments and all new or revised policies/procedures is tabled at each term's meeting of the Health & Safety Committee of the Governing Body.
- The minutes of the College's Health & Safety Committee's discussions on Health and Safety are tabled at each meeting of the full Governing Body together with any other issues on Health and Safety that the committee chairman wishes to bring to the Governing Body's attention.
- The School's Estates and Facilities Manager reviews the overall arrangements for Health and Safety, including fire safety, the general state of the School and reports weekly to the Director of Finance & Resources on actions required with recommended timescales. The School's Health and Safety Committee meets termly to review all Health and Safety issues including any related to Security. (Note: A 2-year direct reporting of H and S issues and INSET update briefings was trialled. A decision was taken to return to the committee structure from Summer 2025)
- 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, Lodestone as outsourced Catering and Cleaning provider arranges for regular independent hygiene and safety audits of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services.
- The School conducts fire risk assessments, carried out by external contractors, which are reviewed by the Estates and Facilities Manager who makes recommendations and pursues completion of items raised. These are updated annually or more frequently if significant changes are made to buildings.

- The external fabric of the School, its plant, equipment and systems of work are surveyed, monitored and inspected regularly by competent professionals.
- The School employs a competent contractor to undertake a risk assessment for legionella, every two years, and to carry out water sampling/testing, (meeting BS7592). Regular tap temperature testing is carried out by the maintenance staff.
- Significant safety issues arising from the above reports are considered by the Health & Safety Committee and its recommendations added to the School's maintenance programmes.
- The School carries out training, both induction and refresher, for staff in Health and Safety related issues. Health and Safety training that is related to an individual member of staff's functions will be provided in addition to the 'standard' induction training. All Health and Safety and related training is reported in the termly Estates and Facilities Manager's report.
- The School Risk Register contains the major H&S risks, an assessment of the severity and likelihood of them occurring and all reasonable measures to reduce/mitigate the level of risk. Risk assessments are completed by the organiser of all events/functions/trips/activities outside the normal curriculum timetable, which are reviewed by the Estates and Facilities Manager/Director of Finance & Resources, where appropriate.

All members of staff are responsible for taking reasonable care of their own safety, and that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Director of Finance & Resources and other members of the Senior Leadership Team 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 Director of Finance & Resources.

All employees are briefed on where copies of this statement can be obtained on the School's 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 Part 2 of this document.

Alison Mayne
H&S Governor
For and on behalf of the Governing Body

Approval by the Governing Body is pending

The Pilgrims' School
Health and Safety Policy
Part 2: Health and Safety Organisation

Drafted by: The Director of Finance & Resources

Reviewed by: The Governing Body

Next Review Date: November 2026

This part of the Policy deals with the organisation, planning, implementation, roles and responsibilities, 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 organisational chart 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. The Governing Body

The Governing Body 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. The Estates and Facilities Manager (The Competent Person) is employed by the School and provides advice to the Governing Body. Additionally, tasks will be delegated to suitable employees in accordance with this policy, in order to enable the Governing Body to carry out its duties.

2. Headmaster

The Headmaster will assist the Governing Body in directing the overall management and development of the Policy, and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Governing Body on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

3. Director of Finance & Resources

The Director of Finance & Resources will support the Estates and Facilities Manager in the day to day management of health and safety within the School. The Director of Finance & Resources will ensure that sufficient funds are made available for health and safety priorities working in liaison with the Estates and Facilities Manager and will Chair the Health and Safety Committee, ensuring any urgent actions are taken to the Headmaster and Governing Body.

4. Estates and Facilities Manager

The Estates and Facilities Manager will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Health safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies/Incident Management
- Staff induction and training

The Estates and Facilities Manager, supported by the Director of Finance & Resources, will:

- Ensure the School has a suitable and sufficient risk assessment for legionella with an annual water sampling and regular temperature testing regime.
- Ensure the asbestos register is maintained and kept up to date for any sampling or removal prior to any building work taking place and for making sure that contractors are fully briefed on areas of asbestos before starting work.
- Maintain an asbestos management plan.
- Ensure the School has a suitable and sufficient fire risk assessment which is reviewed annually, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- Ensure the security of all buildings on site.
- Prevent access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Supervise on site traffic movements.
- Approve drivers as being competent to drive the School's vehicles or arrange MIDAS training where appropriate.
- Maintain the safety of the School's fleet of minibuses.
- Arrange tests and maintain records of fire, electrical, gas, equipment, water quality and asbestos safety.
- Co-ordinate the weekly fire alarm tests, checking the alarm system, together with all smoke detectors, emergency lighting, extinguishers, are tested weekly, quarterly and annually, as required by the RR (Fire Safety) Order, by a qualified person/contractor.
- Arrange and monitor external engineers servicing the School's plant and equipment, including boilers and machinery used in design and technology.
- Ensure safe standards of housekeeping, including drains, gutters etc.
- Ensure appropriate pest control measures are in place.
- Control of hazardous substances for grounds maintenance activities.
- Control of contractors including approving their risk assessments and method statements and access controls with guidance from experts where necessary.
- Advise the Headmaster and Director of Finance & Resources on maintenance requirements.
- Co-ordinate from safety specialists and produce associated action plans.
- Monitor health and safety within the School and raise concerns with the Headmaster and Director of Finance & Resources.

- Ensure structural surveyors are utilised, when needed, to give advice on the external fabric of the School.
- Ensure compliance with the Construction (Design and Management) CDM Regulations.
- Provide support to the Director of Finance & Resources, who will chair the School's Health and Safety Committee.
- General oversight of health and safety.
- Monitoring of health and safety compliance.
- Interpretation of statute and regulation.
- Review of accident reports, investigation of accidents, recording of statistics, recommendation of actions with necessary follow up.
- Provision, organisation, booking and facilitation of training.
- Approval of risk assessments, especially for external visits.
- Production termly reports to the Health and Safety Committee and reports for the Governing Body.

6. Head of Department (Teaching)

The Heads of Department (HoDs) will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. Whilst generic classroom risk assessments apply in many areas, specific risk assessment requirements are required for:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities – Director of Sport
- Drama - Head of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music - Director of Music
- Design & Technology – Head of Design and Technology
- Pre-prep Department - Head of Pre Prep
- Trips and visits – Teacher conducting the visit
- Any other activities for which a risk assessment is deemed appropriate by the HSA or Estates and Facilities Manager or HoD (who will work with the HSA).

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

7. The Catering Manager

The Catering Manager is responsible for the H&S aspects of the Catering department including Food Safety and COSHH training and in particular arranges for:

- 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. as required.

The School's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department of Winchester City Council.

8. School Health and Safety Committee

The Committee will meet at least once a term and will be chaired by the Director of Finance & Resources. The College H&S Manager as well as the H&S Governor who is responsible for overseeing health and safety may attend these meetings. The other members of the Committee will be:

- Estates and Facilities Manager
- Second Master
- Head of Pre-Prep
- Head of D&T
- Head of Science
- Director of Sport
- Educational Visits Coordinator
- Catering/Domestic Representative
- IT Systems Manager
- Nursing Representative
- Main Boarding Representative
- Q House Representative

The role of the Committee is:

- To review accident statistics, serious accident reports, notifiable diseases and make appropriate recommendations.
- To consider reports by inspectors of the enforcing authorities.
- To consider reports from the safety adviser, safety or employee representatives.
- Provide assistance in the development of safety rules and safe systems of work.
- Monitor the adequacy of H&S communication/publicity throughout the School.
- To monitor the provision of health and safety training in the School.
- To maintain a watching brief on health and safety legislation.
- Encourage suggestions and reporting of defects and safety issues by all members of staff.
- Assist in the development of safety rules and safe systems of work.

9. The School Nurse

The duties of the School Nurse with respect to Health and Safety are detailed in the School's Healthcare Handbook. The school Nurse acts as the First Aid co-ordinator for the School.

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 Headmaster of Department/HSA/Estates and Facilities Manager 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 this Policy, and other specific policies.

- 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.

