



MILTON ABBAY SCHOOL

HEALTH & SAFETY POLICY	
Issue Date:	January 2026
Review Date:	January 2027
Policy Contact:	Steve Lane, Director of Finance and Operations
Approved by	Oliver Chamberlain, Health & Safety Governor

INTRODUCTION & STATEMENT OF INTENT

Milton Abbey School is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of pupils, staff, contractors, volunteers and visitors by complying with applicable UK health and safety law and sector guidance, taking competent advice, making available adequate resources and monitoring performance for continual improvement.

The school will, so far as is reasonably practicable:

- comply with all legal obligations and follow best working practices.
- provide adequate resources for the management of health, safety and welfare.
- provide information, instruction and supervision to all employees and pupils regarding safe working practices.
- ensure workers are competent in their area of work and provide appropriate training.
- consult and work with employees, pupils and their representatives on health, safety, and welfare matters.
- actively manage and supervise health and safety at work.
- identify health and safety hazards and manage subsequent risks through risk assessment and safe systems of work.
- provide and maintain safe plant and equipment.
- ensure the safe storage, handling, and use of substances.
- prevent accidents and work-related illnesses and investigate when these occur.
- establish and maintain suitable emergency procedures.
- have access to competent advice.
- strive to continuously improve health and safety standards through audits and workplace checks.
- manage and cooperate with other employers, including contractors, and their workforce when they are on our site.
- regularly review and update this policy.

SCOPE

This summary policy applies to all staff, governors, volunteers and pupils. It also applies to the extent possible to contractors and visitors to the school site. It applies to all activities across the school estate and also to offsite visits and activities performed in connection with the school's operations.

DETAILED HEALTH AND SAFETY POLICIES AND PROCEDURES

Detailed policies and procedures for the management of health and safety across the school community and listed below, all of which can be found on the School Gateway by following the relevant links

	Policy Description	Link to policy location
1	Access Card Policy	Health & Safety Policies
2	Accident, Incident and Near Miss (RIDDOR) Policy	Health & Safety Policies
3	Asbestos Policy	Health & Safety Policies
4	CCTV Policy	Health & Safety Policies
5	Contractors Management Policy	Health & Safety Policies
6	COSHH (Control of Substances Hazardous to Health) Policy	Health & Safety Policies
7	Critical Incident Policy	Health & Safety Policies
8	Display Screen Equipment Policy	Health & Safety Policies
9	Electrical Policy	Health & Safety Policies
10	Fire Safety Policy	Health & Safety Policies
11	First Aid Policy	Health & Safety Policies
12	HAVS (Hand-Arm Vibration Syndrome) Policy	Health & Safety Policies
13	Lone Working Policy	Health & Safety Policies
14	Management of Food Allergies Policy	Health & Safety Policies
15	Manual Handling Policy	Health & Safety Policies
16	Maternity Policy	Human Resources Policies
17	Menopause Policy	Health & Safety Policies
18	Pet Policy	Health & Safety Policies
19	Pupil Access to Risky Areas Policy	Health & Safety Policies
20	PUWER (Provision and Use of Work Equipment) Policy	Health & Safety Policies <i>[In Draft not yet published as at time of publication]</i>
21	Risk Management & Assessment Policy	Health & Safety Policies
22	School Accessibility Plan	Health & Safety Policies
23	Sharps Policy	Health & Safety Policies
24	Snow and Ice Management Policy	Health & Safety Policies
25	Staff Code of Conduct	Human Resources Policies
26	Staff Induction, probation and Exit Policy	Human Resources Policies
27	Staff Wellbeing Policy	Human Resources Policies
28	Swimming Pool Safety Policy	Health & Safety Policies
29	Transport (Minibus) Policy	Health & Safety Policies
30	Trips and educational visits policy	Safeguarding and Pastoral Policies
31	Visitors Policy	Safeguarding and Pastoral Policies
32	Waste Management Policy	Health & Safety Policies
33	Water Hygiene & Legionella Policy	Health & Safety Policies
33	Working at Height Policy	Health & Safety Policies

PEOPLE AND RESPONSIBILITIES

Whilst the school has a defined structure for managing health and safety as detailed below, all staff and governors have a role to play in the management of health and safety within the school. All staff should familiarise themselves with this and the related policies (listed and linked above) that apply to their department and working/living environment. All staff and pupils must do all that is reasonably practicable to prevent injury to themselves and other persons who may be affected by their acts or omissions.

The Health & Safety Committee

The H&S Committee will meet at least half termly with representatives invited as needed considering agenda items.

Standing Attendee	Job Title	Notes
Steve Lane	Director of Finance & Operations	Committee chair and policy Owner
Chris Barnes	Senior Deputy Head	Other any support department only meetings
Nick Barrow	Deputy Head of Operations	
Rob Drake	Health & Safety Officer	

Additional H&S Representatives include key managers and Heads of Department across support, pastoral, co-curricular, academic and support departments:

	Area/Department	Representative (Job Title)
Pastoral	Pastoral (General)	Deputy Head Pastoral
	Boarding (General)	Head of Boarding
	Athelstan House	Athelstan Housemaster
	Damer House	Damer Housemaster
	Hambro House	Hambro Housemaster
	Hodgkinson House (Hughies)	Hughies Housemaster
	Tregonwell House	Tregonwell Housemaster
	Health Centre	Senior Nurse Manager
Cocurricular	Cocurricular (General)	Deputy Head Cocurricular/ EVC
	CCF & DofE	Contingent Commander / DofE Co-Ordinator
	Equine / Stables	Head of Riding
	New Barn Theatre (NBT)	Theatre/ Technical Manager
	Sport	Director of Sport
Academic	Academic (General)	Deputy Head (Academic)
	Art & Photography	Head of Art
	Design, Technology & Creative Media	Head of Design Faculty
	Hospitality	Head of Hospitality
	Land Based Studies (Farm)	Director of Land Based Studies
	Science	Head of Science
Support	Catering	Catering Manager Holroyd Howe overseen by Housekeeping & Portage Manager
	Estates (including Caretakers)	Maintenance Team Leader
	Grounds	Head Groundsman
	Housekeeping	Housekeeping & Portage Manager
	MASS / Events	Events Officer
	Support General	Heads PA and Clerk to the Governors
	Transport	Operations Coordinator

Role descriptions are contained as Appendix 1 to this policy

The Committee's Terms of Reference include:

- oversight of compliance (including pupils, contractors, parents and other visitors)
- risk assessments and risk mitigation improvements
- review of incidents and RIDDOR reports
- staff communication and training completion
- recommendations to Governors as regards improvements via F&GP Committee.

MONITORING AND REVIEW OF HEALTH & SAFETY

Periodically, departmental audit reviews of health and safety compliance and performance will be conducted by the Deputy Head of Operations.

Health & Safety Representatives will be expected to participate in audit reviews of their areas of responsibility to ensure compliance with this and subsidiary health and safety policies.

Appendix 1 Health and Safety Management - Roles

The H&S Committee reports to the Finance & General Purposes (F&GP) Committee of Governors and particularly the Lead H&S Governor, Oliver Chamberlain.

The F&GP Committee of Governors and particularly the Lead Governor H&S will:

- own the School's Health & Safety strategy.
- ensure that staffing structures and job descriptions are appropriate to adequately manage responsibilities health and safety within the school, ensuring that specialist health and safety advice is procured where the skills, knowledge and experience are not available within the school staff body
- review, develop and oversee the implementation of this Health & Safety Policy and associated procedures across the School.
- monitor and review the effectiveness of the Health & Safety Policy and the Health and Safety Committee either through direct observation, discussions during the Governors' meetings or interviewing staff during governors' visits
- ensure that health and safety matters are regularly and appropriately reported and considered by Governors via the F&GP Committee.

The Headmaster will:

- promote a positive health and safety culture throughout the school.
- ensure that those staff with specific health and safety responsibilities are adequately resourced (including time) to fulfill their roles under this policy
- intervene as necessary where School Health and Safety policies are being compromised.

The Headmaster delegates the day-to-day management operations for health and safety to the Health and Safety Committee, particularly the Director of Finance and Operations and the Senior Deputy Head.

The Director of Finance and Operations will:

- oversee the implementation of this Health and Safety Policy on a day-to-day basis across the school
- chair the Health & Safety Committee
- liaise with the Board of Governors on Health and Safety matters, particularly the F&GP Committee and the Lead Governor for Health & Safety,
- liaise with regulating and enforcing authorities including the Health and Safety Executive (HSE), Fire and Rescue Services, Environment Agency (EA), Police, Ambulance Service and Local Authority.
- support and advice for all Heads of Department, Managers and Supervisors in their management of health and safety matters.

Senior Deputy Head will:

- support the Director of Finance and Operations as regards implementation of this Health and Safety Policy within pastoral, co-curricular and academic departments and as regards pupils and parents.
- approving school visits and expeditions in conjunction with the Educational Visits Coordinator (EVC), note responsibility for the EVC role currently stands with the Deputy Head Cocurricular.

Deputy Head of Operations will:

- be responsible for the day-to-day implementation of this Health and Safety Policy across the school site and community, coordinating and developing related processes and procedures and deputizing for the Director of Finance and Operations in all areas concerned with Health and Safety
- lead on procuring the work of specialist contractors in connection particularly with health and safety compliance, risk assessments (e.g. Fire), management plans (e.g. Asbestos) and generally
- own the subsidiary policies listed above (unless agreed otherwise) ensuring that policies and procedures are regularly reviewed and updated, communicated across the school and are implemented by all members of the school community. Full support is to be given to the Deputy Head of Operations by the Director of Finance and Operations, the Senior Deputy and the Headmaster

- in close liaison with the Director of Finance and Operations, devise the agenda for and convene and administer Health and Safety Committee meetings.
- keep up to date with all aspects of relevant health, safety and welfare at work legislation and communicate relevant changes through regular reports to the Director of Finance and Operations and the Health and Safety and F&GP Committee.

The Health and Safety Officer will:

- assist the Deputy Head of Operations in the discharge of day-to-day responsibilities for Health and safety processes and compliance.

Health and Safety Representatives will:

- assist and encourage the taking forward of high standards of awareness and practice in health and safety across their areas of responsibility providing advice and assistance to colleagues.
- lead on implementation and monitoring of health and safety risk assessments, risk mitigations, equipment maintenance in accordance with Provision and Use of Work Equipment Regulations (PUWER), use of PPE and similar processes together with actioning points arising from Health & Safety Committee meetings and generally.
- communicate on health and safety matters with staff within their areas of responsibility, including maintenance of health and safety records, including representing staff who wish to raise health and safety suggestions or concerns.
- ensuring all staff within their areas of responsibility are familiar with this and other health and safety policies, that staff comply with these policies and complete mandatory health and safety training on a timely basis.

All Staff will:

- report any hazards promptly via email or, if the matter is urgent, immediately to the Deputy Head of Operations.
- comply with the requirements of any risk assessments when undertaking any tasks or activities, including school events.
- using everything provided for their use in accordance with training or instructions given. Each employee whilst at work shall make full and proper use of any safe system of work provided for use in compliance with these regulations.
- consider the safety of others, including pupils, when undertaking work activities.
- report all accidents/incidents or near miss, promptly completing the Accident Form which can be found on the Staff Gateway under Health & Safety or from the Deputy Head of Operations.
- cooperate with all fire evacuation procedures and other specific emergency procedures relevant to the department.
- make proper use of protective clothing and safety equipment provided, in accordance with any training or instruction provided by the school and reporting any loss or obvious defect in that equipment and taking reasonable care of it.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare.