



# SHERBORNE GIRLS

## Health & Safety Policy

**Approving body:** SLT

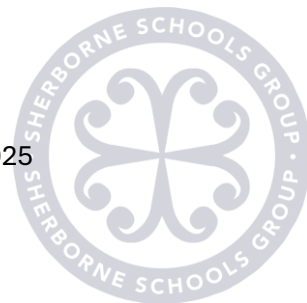
**Owner:** Head

**Author:** Head of Health & Safety (SSG)

### **Executive Summary**

This document is for staff and sets out the School's policy on Health & Safety management. Part 1 sets out the aims, objectives and principles of the school's approach to the subject; Part 2 provides detail on the roles and responsibilities of individual post-holders. Detailed implementation requirements are given in Part 3 and a number of supporting policies and guidance documents.

**Date of Review:** Michaelmas 2025  
**Date of Approval:** 14 November 2025



**Issue Number:** 8.1  
**Review Due:** Michaelmas 2026

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## Part 1 – Statement of General Policy

We, as Governors of the constituent schools of the Sherborne Schools Group ('SSG' or 'the Group') and directors of its subsidiary companies, recognise our fundamental responsibility to ensure that the Group's activities are managed in a way that is, so far as is reasonably practicable, safe and without risk to health. We consider that this duty extends to the protection of our pupils, staff, contractors and visitors. This policy applies to all of the Group's schools, departments and activities, including all of its UK-based subsidiaries.

We also recognise our responsibility to provide the very best standard of education to all the pupils entrusted to us, a responsibility that cannot be met without ensuring that pupils learn how to take risks in a controlled fashion.

We will ensure that the Group's health & safety arrangements achieve an appropriate balance between these two responsibilities.

We believe that achieving high standards of health & safety is the right thing to do, makes good business sense and is as important as any other aspect of the overall management of the Group.

We will comply with all relevant legal requirements and will meet the standards in all relevant approved codes of practice and guidance issued by HSE or DfE. However, we are not content merely to conform to these minimum standards but are determined that the Group's standards of health & safety management will be at least in line with industry leaders. To this end we will ensure that expert advice is sought, sufficient resources are made available, and staff are supported with appropriate training. It is our declared aim gradually to bring together the health & safety arrangements of all the constituent schools as far as is appropriate to their individual needs.

We are also committed to genuine two-way consultation with staff, proactive and reactive monitoring of our health & safety arrangements and developing a positive, supportive and "just" health & safety culture throughout all Group operations.

Delivering our aim of industry-leading standards cannot be achieved without the cooperation of all our staff. We expect all staff to be leading examples of good health & safety practice by:

- Working in accordance with the relevant policies, procedures and guidance and with the training they have received
- Never walking past something unsafe without reporting it
- Reporting all accidents, incidents and near misses and assisting in subsequent investigations
- Using all equipment (including personal protective equipment) correctly
- Participating fully in training sessions, meetings and other events organised for reasons of health & safety and
- Taking care that their actions (or lack of actions) do not adversely affect the health & safety of others.

Failure to comply with our health & safety arrangements is a disciplinary offence and will be treated in accordance with the principles of our "just" culture as described in Part 3 of this document.

Part 2 of this document outlines the organisational arrangements for health & safety. Detailed arrangements for the implementation of this policy statement are contained in Part 3, or by reference to underlying policies and procedures referenced therein.



Christopher Samler  
**Executive Chair of Governors**

July 2025

## Part 2 – Organisational Arrangements for Health & Safety

*This part of the document sets out the main Health & Safety responsibilities of key post-holders and committees. Other documents, including job descriptions, procedures, other policies and guidance documents will place further Health & Safety responsibilities on individuals. Responsibilities for Fire Safety are set out in the Fire Safety Policy, rather than this document.*

### The Governors (SSG)

The governors of the Sherborne Schools Group, which includes Sherborne Girls, have overall responsibility for Health & Safety performance of the School. They are responsible for promoting a positive culture of Health & Safety in their interactions with staff and for considering the Health & Safety implications of all their decisions.

They will ensure that adequate resources are made available for the implementation of the policy and its underpinning procedures.

Governors' meetings will discuss Health & Safety issues and receive regular monitoring reports on Health & Safety performance. They will approve the content of this policy and, at their discretion, other high-level policies and will issue instructions to the Head where required.

Governors will keep themselves informed regarding the Health & Safety obligations applicable to the School and may seek advice or information from the Chief Operating Officer (COO) or Head of Health & Safety as required.

Whilst all governors are equally responsible for Health & Safety matters, a governor with particular focus for Health & Safety has been appointed. At present, this is Ms Gilly Staley.

### The Head

The Head is responsible for the day-to-day strategic and operational management of the school, including the effective management of Health & Safety issues affecting employees, contractors, visitors and pupils. They are responsible for ensuring that the Health & Safety Policy (including its underpinning documents) is properly implemented throughout the school and its subsidiary trading companies, for which purpose they may seek assurance from the COO.

As part of their leadership role, the Head has the responsibility to arbitrate in cases where conflict may arise between Health & Safety and other aspects of school life. They will consult with the Board of Governors and the Senior Leadership Team and the Executive Committee<sup>1</sup> as required.

### The Clerk to the Governors (SSG)

The COO is the Clerk to the Governors and is responsible for providing assurance to the Head and the Governors that the Health & Safety Policy and its underpinning documents are being properly implemented in all areas of the school. They are responsible for ensuring that sufficient funding is obtained from the Governors to allow for the proper implementation of this policy. The COO delegates the operational aspects of their responsibility for Health & Safety at Sherborne Girls to the Operations Bursar.

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<sup>1</sup> The Executive Committee comprises the Chair of Governors, the COO, the Heads of each SSG School and the Director of External Affairs.

## The Operations Bursar

The Operations Bursar will ensure that appropriate internal and/or external assurance activities are undertaken and will properly consider the conclusions of such activities in further developing the safety management arrangements and implementing any necessary corrective actions.

In undertaking their role, they will maintain their own competence, seek the advice of the Head of Health & Safety when appropriate and consult with relevant members of staff.

## The Senior Deputy Head

The Senior Deputy Head is responsible for ensuring that boarding houses are operated in compliance with this policy. They will monitor and ensure the maintenance of standards of Health & Safety in the boarding houses, consulting with house staff and seeking advice from the Head of Health & Safety and / or the Health & Wellbeing Lead as appropriate.

In conjunction with the Health & Wellbeing Lead, they will promote the wellbeing and general health of the pupils.

They will ensure that other members of SLT are provided with regular information on the Health & Safety performance of each boarding house.

The Senior Deputy Head is also responsible for the management of the documents setting out implementation arrangements for this policy and for working with document owners and authors to ensure that they are always up to date. Working with the Policies, Inspection and Strategy Co-ordinator, they will seek to improve the effectiveness and efficiency of all such documents on an on-going basis, consulting with the Head and such other members of staff as they deem appropriate in the particular case.

## The Educational Visits Co-ordinator (EVC)

The Deputy Head (Co-curricular & Operations) is appointed by the Head as the Educational Visits Co-ordinator for the school.

The EVC is responsible for ensuring the safety of pupils who are under the control of the school but outside the school premises.

They will ensure that all persons who have responsibilities in the Off-Site Activities Policy have been provided with appropriate training and guidelines to allow them to discharge those responsibilities.

They will monitor the organisation and risk assessment of off-site activities in accordance with the Off-Site Activities Policy, seeking specialist advice from the Head of Health & Safety or COO as appropriate, to ensure that all reasonably practicable steps have been taken to ensure the safety of pupils and staff involved.

They will ensure that post-activity feedback is obtained from accompanying staff, analysed and when necessary, reported in summary form to the SLT, making recommendations for improvements to the school's arrangements.

## The Housemistress / Housemaster (HM)

For each boarding house, the HM is responsible for the day-to-day implementation and enforcement of this policy and its underpinning documents throughout the house, including any activity that could affect any person within the house. This responsibility extends to acting promptly to remedy any non-compliance or corrective action identified by the Senior Deputy Head, any individual, or as part of an assurance activity undertaken by or on behalf of the COO.

Persons working in a boarding house under the direction of the Director of Estates & Facilities or Lodestone House General Manager remain the responsibility of their line manager. In such cases the HM is responsible for reporting any non-compliances with this policy or its underpinning documents to the relevant department.

HMs will actively support the initiatives of the Head, Senior Deputy Head and the COO in all aspects of Health & Safety, and of health promotion.

In relation to activities and staff within their houses, HMs also have the responsibilities of Heads of Department (see below).

## The Heads of Department & Heads of School Activities

For the purposes of the school's Health & Safety arrangements, HMs and those responsible for school activities have the responsibilities of Heads of Department (HoD) as identified in this section.

HoDs are responsible for the effective Health & Safety management of all activities undertaken within their department.

In delivering this over-riding responsibility, they will ensure that suitable and sufficient risk assessments are carried out, reviewed and the conclusions implemented in accordance with the approved arrangements for risk assessment. They are also responsible for carrying out adequate monitoring activities to ensure that identified control measures continue to remain effective.

They are responsible for ensuring that staff under their supervision have been provided with suitable and sufficient information, instruction, training and supervision to ensure that they undertake their allocated roles in a way that is both safe and compliant with the school's approved arrangements. This responsibility extends to providing new staff with department-specific induction covering procedures, protocols and safety measures.

HoDs will ensure that no contractors commence work within their area of responsibility unless and until they have presented themselves at the Facilities Management department offices and complied with that department's arrangements for the safe control of contractors.

In the event of an accident, emergency, incident or near miss, the HoD is responsible for taking initial action to mitigate the consequences of the event and then ensuring that the event is reported and investigated in accordance with the approved incident reporting arrangements or emergency plan as appropriate.

## The Head of Health & Safety (SSG)

The Head has appointed the Head of Health & Safety as the school's primary source of competent Health & Safety advice, pursuant to regulation 6(1) of the Management of Health & Safety at Work Regulations 1999 (as amended). In delivering this responsibility, they will maintain appropriate levels of competence. Any references to "Health & Safety Advisor" in supporting documents should be taken to refer to that individual.

The Head of Health & Safety is responsible for providing the school with an advisory and assurance service covering all aspects of risk management, including Health & Safety.

They are responsible for maintaining an overview of the operations and activities of the school and offering support and advice both proactively and reactively to all staff. They will undertake investigations of serious accidents and near misses, reporting conclusions to the COO, Head or convening authority, as appropriate. In this context and others, they will act as the primary liaison between the school and the Health & Safety Executive, facilitating their inspections /

investigations and ensuring that such interventions are appropriately managed to mitigate regulatory risks to the school.

They are responsible for ensuring that effective safety management arrangements are developed, implemented and monitored for the activities of Sherborne Sports & Leisure Ltd and Mulliner Trading (Sherborne) Ltd, including external lets.

They will support the COO, Head and Senior Deputy Head in developing and continually improving the approved arrangements for all areas of Health & Safety, engaging external specialist support as necessary. They will also develop and consult upon the annual Health & Safety Improvement Plan in conjunction with the COO.

They are responsible for the development, implementation and monitoring of the accident, incident and near miss reporting arrangements and for ensuring that such arrangements comply with legislative requirements and accepted best practice.

They will carry out analysis of each term's reported incidents, reporting such analysis to the next Health & Safety Committee meeting.

They are responsible for ensuring that staff are provided with training in Health & Safety matters that is appropriate to their role. This responsibility is delivered in conjunction with the budget-holder for training and with the Deputy Director of HR.

They will provide the Governors with an annual report describing improvements made to the Health & Safety arrangements in the past year, plans for improvements over the coming year and details of any concerns identified by internal or external assurance activities.

## The Director of Estates and Facilities (SSG)

As head of the Facilities Management Department, the Director of Estates and Facilities has the responsibilities outlined above relating to Heads of Department.

In addition, they are responsible for identifying the need for, specifying and arranging for the completion of maintenance and improvement works to the fabric of the school buildings and building systems in order to ensure that appropriate standards of Health & Safety are achieved both during and as a result of the works. Such responsibilities extend to assurance of the safety of the design, safe systems of work for the tasks involved and configuration management thereafter.

In delivering this responsibility, they will ensure that contractors appointed to carry out works are competent (both in terms of technical ability and health & safety), that they are appropriately briefed before work starts and that works are carried out in a safe manner.

In conjunction with the Business Development Manager, they will also ensure that any letting, hiring or other use of the school's buildings and facilities by outside organisations is appropriately planned and managed to ensure that the requirements of this policy and its supporting documents are complied with. Operational aspects of these responsibilities relating specifically to Sherborne Girls are delegated to the Facilities Manager.

## The Deputy Director of Human Resources

The Deputy Director of Human Resources (HR) is responsible for ensuring that adequate records of Health & Safety training are retained in order to demonstrate compliance with the requirements of this policy, its underpinning arrangements and statutory requirements.

They are also responsible for ensuring that staffing changes (including, but not limited to, new appointments, leavers, changes to job roles and provision / cancellation / alteration of school accommodation) are notified to relevant staff in good time to ensure that Health & Safety



requirements can be met. Such notifications are expected to include the Director of Estates & Facilities and Head of Health & Safety but could include others.

For new staff appointments, significant new medical diagnoses or returning to work after long periods of absence (including sickness, injury and maternity), the Deputy Director of HR is responsible for ensuring that appropriate health / medical checks are undertaken, consulting with external providers and/or the Head of Health & Safety as appropriate. These checks should ensure that any reasonably practicable mitigations are identified and implemented to minimise the risks involved.

## The Oxley Sports Centre Manager

The Centre Manager is responsible for ensuring that operations and activities at Oxley Sports Centre are in full compliance with Health & Safety legislation, relevant codes of practice and guidance. In fulfilling this responsibility, they will ensure that a separate Health & Safety policy is produced and maintained for the centre demonstrating how the requirements are delivered.

In addition, they are responsible for ensuring that the centre's policies and procedures relating to child protection and safeguarding meet or exceed the standards for the school as a whole.

## The Lodestone House General Manager

The Lodestone House General Manager is responsible for the provision and maintenance of high standards of food hygiene throughout the School, ensuring compliance with all relevant legislative standards and appropriate guidance. They will ensure that Lodestone House staff are provided with suitable and sufficient information, instruction, training and supervision to ensure that they carry out their allocated roles in a way that is safe, hygienic and in compliance with the approved Health & Safety arrangements of both the school and Compass Group.

They are responsible for ensuring that all activities carried out under any degree of Lodestone House control are covered by suitable and sufficient risk assessments that are prepared, implemented and reviewed by competent persons and for ensuring that Health & Safety audits of kitchen operations are carried out as appropriate.

Where Lodestone House engage subcontractors to carry out any work on the school site, the General Manager is responsible for ensuring that those subcontractors are competent, appropriately supervised (including to ensure compliance with the school's safeguarding requirements) and comply with the School's arrangements for the management of contractors (including that they report to the Facilities Management Department prior to starting work).

The General Manager is also responsible for ensuring that the standards and requirements set out in the specifications within the contract are maintained and properly audited, and for reporting the results of such audits to the Operations Bursar.

## The Health & Wellbeing Lead

The Health & Wellbeing Lead is responsible for delivering appropriate arrangements to ensure the health and wellbeing of pupils, including acting as Head of Department for the Health Centre. They are also responsible for ensuring adequate liaison between Health Centre staff and the Head of Health & Safety to allow incidents and other health-related issues to be appropriately managed.

## Employees Holding Specific Safety Appointments

Certain employees have been appointed to specific safety roles. These include:

- Fire marshal



- First aider
- Evacuation coordinator
- Roll call coordinator
- Roles within the school's emergency response team

Any person appointed to such a role is responsible for ensuring that they fully discharge the duties of the role, as set out in underlying procedures and in any training they have received. They are also responsible for reporting any deficiencies in the arrangements for such roles to the person responsible (or to the Head of Health & Safety or COO if considered necessary).

## All Employees, Including Part Time Staff

A safe school will only result from the combined efforts of all staff to meet the standards set out in this policy (including its underpinning documents) and to report instances where those standards are not met.

All employees are required by the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 to:

- take reasonable care of their own Health & Safety and that of persons who may be affected by their acts or omissions at work;
- cooperate with the school to allow the school to discharge its own obligations under Health & Safety law;
- ensure that they do not interfere with or misuse anything provided by the school for the purposes of Health & Safety;
- use any equipment, material or safety device provided by the school in accordance with any instructions or training they have been given;
- report any serious risks to (or shortcomings in the School's arrangements for) Health & Safety via the approved accident and near miss reporting arrangements.

In addition to these legal obligations, all staff are expected to demonstrate the highest standards of compliance with Health & Safety arrangements and to act proactively to ensure that our arrangements for Health & Safety are as good as they can be.

Employees (and particularly teaching and pastoral staff) also have the responsibility to support the development of a culture of Health & Safety amongst pupils by setting exemplary standards and never walking past something dangerous without correcting and reporting it.

## Supervisors / Managers

In addition to the expectations of all employees, those with supervisory oversight for other staff have additional responsibilities to exercise proper control over those whom they manage. They are responsible for maintaining a good overview of those activities under their control and issuing instructions and reminders to staff to ensure that all activities are carried out in accordance with approved arrangements and in a safe manner.

## The Health & Safety Committee

The Health & Safety Committee is a key part of the school's arrangements for consultation with employees on matters of Health & Safety. The committee is chaired by the Operations Bursar and meets at least once each term, with the following terms of reference:

- Discuss matters concerning Health & Safety, including any changes to regulations;
- Monitor the effectiveness of Health & 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 & Safety in the work place
- Encourage suggestions and reporting of defects by all members of staff.

The committee members are:

- Operations Bursar
- Senior Deputy Head
- Deputy Head Co-curricular & Operations
- Deputy Head Academic
- Facilities Manager
- Health & Wellbeing Lead
- Head of Health & Safety (SSG)
- Health & Safety Manager

Minutes for all meetings are posted on the SG SharePoint site, providing access for all staff.

## The Health & Safety Steering Committee

The Health & Safety Steering Committee (HSSC) exists to provide opportunity for strategic and proactive identification and management of emerging Health & Safety issues across the Group. The committee members include representatives from the Health & Safety committees of each school and it receives the notes from those individual meetings. Any substantive issues identified are taken forward to the Pastoral Committee or Estates & Infrastructure Committee as appropriate.

## Governors' Sub-Committees

The Board has overall collective responsibility for Health & Safety within the Group. It has a responsibility to ensure that Health & Safety issues are considered and addressed, and that the Policy is implemented throughout the Group. They also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of Health & Safety to be met. This includes 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 Group 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 to account in respect of the requirements set out in this policy. The Board has appointed a governor with responsibility for overseeing Health & Safety who attends the meetings of the Group's Health & Safety Steering Committee termly and receives copies of all relevant paperwork.

## Part 3 – Arrangements for Implementation of the Policy

The detailed arrangements for the implementation of the policy are set out in a variety of documents published on the Health & Safety and Policies sections of the SG SharePoint site. These documents are generally produced by the Head of Health & Safety in consultation with relevant staff as necessary and approved for issue by the Chief Operating Officer, HSSC, Pastoral Committee or Board of Governors, as determined by the policy “Management of Policies and Procedures”.

The main supporting documents, policies and guidance documents relating to this policy are identified under “[Supporting Documents](#)”. All are available on the SG SharePoint site for all staff to refer to. In addition, some are identified as required reading for all staff on an annual basis.

The definitive list of all documents implementing this policy is the master list of policies maintained by the Policies, Inspection & Strategy Co-ordinator. All references should be taken to refer to the latest available issue unless otherwise indicated.

Where there is any conflict between this policy and any Group level policy, the Group policy shall have priority.

### “Just” Culture

The School has adopted a “Just” Culture in regard to Health & Safety (and, where appropriate, other regulatory) issues. This is a culture in which learning (and specifically the identification and resolution of systemic issues) is encouraged by removing any fear of retribution. In a “Just” Culture, inadvertent human error (if freely admitted and coupled with full cooperation with any investigation) is not normally subject to sanction, with the focus instead being on identifying why systems failed and what part those system failures played in encouraging or allowing sub-optimal behaviours to occur. This is not the same as a “No-Blame” Culture as (in a “Just” Culture) intentional acts of harm or gross negligence **can** be expected to result in sanction.

### Application to Pupils

This policy is directed to staff. Whilst its requirements (and those of the supporting policies / guidance) generally do not apply directly to pupils, some supporting documents **do** include explicit requirements on pupils. The Pupil Code of Conduct includes amongst the school rules a general prohibition on “any behaviours or actions which put members of the School community at risk”. It is the School’s policy that any failure to comply with an explicit Health & Safety policy requirement would constitute a breach of that rule. Where appropriate, any such breach will be treated in line with the “Just” culture described above.

## Supporting Documents

This policy has been written with consideration of the following School documents:

- Accidents, Incidents and Near Misses policy
- Asbestos policy
- Control of Hazardous Substances policy
- Electrical Safety in the Workplace
- Emergency Plan
- Fire Safety Manual
- Fire Safety Policy
- Management of Windows and Other Glazing
- Computer Safety policy
- Manual Handling policy
- Risk Assessment policy
- Access to School Premises policy
- Transport Procedures
- Minibus procedures
- First Aid Policy & Needs Assessment

- Actions in the Event of Fire
- General Requirements for Building Work
- Off-Site Activities
- Staff Code of Conduct

To request a copy of any of the documents listed above please contact the Policies, Inspection and Strategy Coordinator: [policies@sherborneschools.group](mailto:policies@sherborneschools.group)

## Appendix 1: Summary of Changes in Issue 8.1

- Role of the Operations Bursar clarified in 'Responsibilities'.