

WYCLIFFE COLLEGE
HEALTH & SAFETY HANDBOOK
SECTION 1 - HEALTH AND SAFETY POLICY STATEMENT



Health and Safety Policy Statement

The Chair and Trustees of Wycliffe College are committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils, visitors, contractors, and others who may be affected by the activities of the College, both on and off site.

This policy is issued in accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Education (Independent School Standards) Regulations 2014. It also supports the College's duty to safeguard pupils as set out in Keeping Children Safe in Education.

Responsible persons

The Council of Trustees has overall responsibility for health and safety. Operational responsibility is delegated to the Head, supported by the Director of Finance & Operations, the College Leadership Team, and Heads of Department. All staff share responsibility for implementing this policy and for taking reasonable care of themselves and others. Pupils are expected to follow school safety rules and raise concerns promptly.

Authority is devolved to the Head to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels across both Schools. The Director of Finance & Operations has responsibility for advising the Head on risk management, updating the Health and Safety Policy and emergency planning documents.

Arrangements to achieve our aims

In order to fulfil this commitment, Wycliffe's policy, so far as is reasonably practicable, is to:

- ◆ Provide adequate resources to ensure that proper provision can be made for health and safety, so that when necessary appropriate action can be taken without delay
- ◆ Provide and maintain the working environment and living conditions of all employees and pupils so that they do not pose a substantial risk to health and safety and that they have adequate provision of facilities and arrangements for their welfare.
- ◆ Provide and maintain safe plant and equipment through regular maintenance and testing, together with safe systems of work.
- ◆ Ensure staff are aware of their responsibilities to report to the Director of Finance & Operations any situation, including near misses, which could jeopardise the safety or wellbeing of any person or damage / destruction of College property.
- ◆ Ensure that hazards arising out of the business of the College are identified and that the risks involved are assessed and effective measures taken to remove, or where not reasonably practicable, reduce and control them.
- ◆ Provide appropriate information, training, supervision and where necessary, personal protective equipment (PPE) to prevent accidents and work-related health disorders.
- ◆ Maintain an Occurrence Reporting system for completion in the event of an accident, incident or near miss. The reporting system applies to staff, pupils, visitors and any other person whilst on site and/or involved in the business of the College. Incidents should be reported without delay and in all cases within 24 hours.
- ◆ Provide an adequate number of suitably trained First Aiders and Fire Wardens across both College campuses as dictated through regular risk assessment.
- ◆ Communicate and consult with staff on all matters, which could affect their health and safety at work, in order to develop and maintain a positive safety culture.
- ◆ Monitor regularly, review and continuously improve health and safety management in practice.

The arrangements for implementing this policy statement are contained in the Health & Safety Handbook which is available from Human Resources, in Departments and on Wycliffe College SharePoint ([Wycliffe College School Policies](#)); these will be monitored for effectiveness and compliance and will be reviewed annually.

Signed: _____

Chair of Trustees

Date: 29th August 2025

Signed: _____

Head

Date: 29th August 2025

AUGUST 2025

DIRECTOR OF FINANCE & OPERATIONS

AUTHORISED BY THE COUNCIL OF TRUSTEES 29.08.2025