RUGBY SCHOOL
GROUP

Rugby School Group Health and Safety Policy

September 2026

1.0 POLICY STATEMENT

1.1 Rugby School ("the Group") is committed to safeguarding the health, safety, and wellbeing of all students (day and boarding); staff; and visitors, contractors, and volunteers ("visitors"). The Group recognises its legal and moral responsibilities to provide a safe environment in which students can learn, live, and thrive and in which staff and visitors can work.

1.2 The Group will comply with all relevant health and safety legislation and guidance and will take reasonably practicable steps to identify, manage, and reduce risks.

2.0 SCOPE

2.1 This policy applies to:

2.1.1 All staff (teaching and O&A; including temporary and agency staff, and visiting staff such as coaches and music teachers)

2.1.2 All students, including visiting students.

2.1.3 Contractors, volunteers, and visitors (including employees of the Group's catering providers).

2.1.4 All Group premises, accommodation, and school-organised activities whether on-site or off-site

2.2 This policy applies to all schools and entities within the Rugby School Group. This includes:

2.2.1 Rugby School
2.2.2 Bilton Grange Prep School
2.2.3 Aysgarth School
2.2.4 Old Buckenham Hall
2.2.5 Beaudesert Park School
2.2.6 Little Grange Nursery
2.2.7 Rugby School Enterprises Ltd

2.3 For the avoidance of doubt, the Policy does not apply to properties that the Group leases or rents on a commercial basis (the 'London Estate').

3.0 AIMS

3.1 The aims of this policy are to:

- Provide a safe and healthy environment in which students can learn, live and thrive, and in which staff and visitors can work safely.
- Ensure that health and safety risks are identified, assessed and managed in a proportionate and systematic way, so far as is reasonably practicable.
- Clarify roles, responsibilities and lines of accountability for health and safety at all levels of the School's governance and management structure.
- Promote a positive and proactive health and safety culture, in which risks are openly discussed, concerns are raised without fear, and learning from incidents and near misses is encouraged.
- Support effective decision-making and planning, including in relation to curriculum activities, boarding, the estate, projects, visits and co-curricular provision.

- Provide assurance to the Governing Body that appropriate arrangements are in place to meet statutory duties and recognised good practice.
- Encourage continuous improvement through monitoring, review and the sharing of lessons learned.

4.0 LEGAL FRAMEWORK

4.1 The Group will comply with all relevant legislation and regulations, including but not limited to:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Independent School Standards Regulations (ISSRs)
- National Minimum Standards for Boarding Schools
- ISI inspection framework and guidance

5.0 ROLES AND RESPONSIBILITIES

5.1 Specific roles and responsibilities within individual schools are set out in the Appendices of this Policy. At a Group level, roles and responsibilities are:

5.2 **Governing Body**

The Governing Body is the employer for the purposes of health and safety legislation and has ultimate responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare of all those who may be affected by the Group's activities.

In discharging this responsibility, the Governing Body will:

- **Set strategic direction and tone** by approving and endorsing the Group's Health & Safety Policy and ensuring that health and safety is treated as a core organisational priority.

- **Provide appropriate governance and oversight**, including receiving regular reports on health and safety performance, significant risks, incidents and compliance matters, and satisfying itself that appropriate action is taken where issues are identified. In practice, this is delegated to the Risk & Compliance Sub-Committee.

- **Ensure that one or more competent persons are appointed** to assist the Group in complying with its health and safety duties, and ensure that those appointed have sufficient authority, resources, training and experience to fulfil their role effectively.

- **Receive assurance that suitable and sufficient resources** are made available to manage health and safety risks, including staffing, training, professional advice and investment in the Group's estate and facilities.

- **Receive appropriate assurance with regard the ongoing compliance with statutory duties**, including those arising from health and safety legislation, associated regulations, and relevant guidance, and that effective arrangements are in place for risk assessment, accident reporting, fire safety, contractor management and emergency planning.

- **Delegate operational responsibility appropriately** to the Head Master, COO, and senior managers across the group, while retaining overall accountability as employer.

- **Monitor the effectiveness of health and safety arrangements**, including reviewing audit findings, inspection outcomes and lessons learned from incidents and near misses. In practice, this is delegated to the Risk & Compliance Sub-Committee.

- **Promote a positive health and safety culture**, in which staff are encouraged to raise concerns, incidents are reported promptly, and learning is shared to prevent recurrence.

- **Review this policy periodically**, and at least annually, to ensure it remains accurate, effective and proportionate to the Group's activities and risk profile.

5.2 **Head Master**

The Head Master has ultimate delegated responsibility from the Governing Body for the day-to-day leadership and management of health and safety within the Group, and is responsible for promoting a positive health & safety culture across the Group. They will:

- **Provide visible leadership and commitment** to health and safety, promoting a positive culture in which the wellbeing of pupils, staff and others is a core priority.

- **Ensure that roles and responsibilities for health and safety are clearly defined**, understood and appropriately delegated.

- **Ensure that student safety is properly integrated into all decision-making across the Group**.

5.3 **Chief Operating Officer**

The Chief Operating Officer has delegated responsibility from the Governing Body for the strategic oversight and operational management of health and safety across the Group. In fulfilling this responsibility, the COO will:

- **Lead on the development, implementation and review of the Group's health and safety framework**, ensuring that policies, procedures and arrangements are compliant, proportionate and effective.

- **Appoint one or more competent persons** to provide health and safety advice, and that they have appropriate authority, access to senior leadership, and sufficient resources to fulfil their role.

- **Ensure that a suitable and sufficient Policy on Risk Assessments and Risk Management is in place.**

- **Ensure appropriate systems are in place for monitoring compliance across the Group**, including audits, inspections, reporting and follow-up actions.

- **Report regularly to the Governing Body (or its delegated committees)** on health and safety performance, significant risks, incidents, trends and areas requiring assurance or investment.

- **Ensure that adequate resources are allocated** to health and safety, including training, professional advice and capital investment where required to manage risk.

- **Act as the principal escalation point** for significant health and safety concerns, serious incidents or material non-compliance.

5.4 **Head of Health and Safety**

Reporting to the COO, the Head of Health & Safety is the Group's appointed **competent person** for the purposes of health and safety legislation and is responsible for providing specialist advice and support to enable the Group to meet its statutory duties. In fulfilling this role, the Head of Health & Safety will:

- **Provide competent, proportionate and practical advice and guidance** to the Governing Body, Head Master, COO and senior leaders within individual schools on all matters relating to health and safety compliance and risk management.

- **Develop, review and support the implementation of Group-wide health and safety policies, procedures and guidance**, ensuring they remain current, effective and aligned with legislation and recognised good practice.

- **Ensure that fire risk assessments are undertaken across the Group,** either appointing contractors where necessary or undertaking where appropriate, and maintain a system to track and record implementation of recommendations coming out of fire risk assessments.

- **Conduct regular inspections, audits and monitoring activities across the Group,** or appoint such experts to undertake such reviews, identifying areas of non-compliance or concern and making recommendations for improvement.

- **Support the planning and delivery of health and safety training**, ensuring processes are in place that mean staff are appropriately informed, instructed and supported in discharging their responsibilities.

- **Produce regular reports on health and safety performance**, trends, significant risks and emerging issues for the Health & Safety Committee, COO and Governing Body (in practice the Risk & Compliance Sub-Committee).

- **Support submissions of RIDDOR incidents** across the Group, undertaking or supporting incidents, and liaising with the Group's insurers as appropriate.

- **Escalate immediately any matter presenting a serious or imminent risk** to health or safety to the COO and/or Head Master.

6.0 **STAFF RESPONSIBILTIES**

6.1 **All Staff**

All staff have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions while at work, including students, colleagues, contractors and visitors. In fulfilling this responsibility, all staff are expected to:

- **Familiarise themselves with and comply with** the Group's Health & Safety Policy, procedures and guidance relevant to their role.

- **Take reasonable care for their own health and safety**, and that of others, by acting responsibly and following safe systems of work.

- **Cooperate with the** implementation of health and safety arrangements and in meeting statutory duties.

- **Use equipment, tools and protective measures properly**, in accordance with training and instructions provided.

- **Report promptly any hazards, defects, accidents, incidents or near misses**, using the school's reporting procedures, and take reasonable steps to prevent further risk where it is safe to do so.

- **Raise concerns about health and safety matters** with their line manager or through appropriate channels, without fear of detriment.

- **Only undertake tasks for which they have been appropriately trained and authorised**, and seek guidance where unsure.

- **Ensure that risk assessments relevant to their activities are followed**, including those relating to curriculum activities, trips, boarding and co-curricular provision.

- **Actively contribute to a positive health and safety culture**, including learning from incidents and supporting colleagues to work safely.

6.2 Staff with Line Management Responsibility

Across the Group, staff with line management responsibility are responsible for the effective implementation of the Group's health and safety arrangements within their area of responsibility, and for ensuring that activities under their control are carried out safely. In fulfilling this responsibility, they will:

- **Implement the Group's health and safety policies and procedures** within their department, boarding house (including Day Houses) or area of responsibility.

- **Ensure that suitable and sufficient risk assessments are in place**, understood and followed for activities under their control, including curriculum activities, boarding, practical work and off-site activities where relevant.

- **Ensure that staff and students are provided with appropriate information, instruction, training and supervision** to enable them to work and learn safely and that this is appropriately recorded.

- **Maintain a safe working environment**, including ensuring that equipment, facilities and resources within their control are used safely and, where applicable, are appropriately maintained and checked.

- **Monitor health and safety practice on a day-to-day basis**, addressing unsafe behaviours or conditions promptly.

- **Report hazards, defects, accidents, incidents and near misses**, and ensure that appropriate action is taken in a timely manner.

- **Work with the appropriate person in each School**, as appropriate, to address identified risks and implement agreed control measures.

7.0 **STUDENTS**

Students are generally expected, in a manner appropriate to their age, to take reasonable care for their own health and safety and that of others, and to act sensibly and responsibly while on the Group site and when taking part in School activities. In particular, students are expected to:

- **Follow health and safety instructions** given by staff and comply with School rules and procedures.

- **Use facilities, equipment and resources safely and appropriately**, and only as instructed.

- **Behave in a way that does not put themselves or others at risk**, including during lessons, boarding, co-curricular activities and trips.

- **Report hazards, damage or unsafe situations** to a member of staff as soon as reasonably practicable.

- **Not interfere with safety equipment or systems**, including fire alarms, extinguishers and emergency signage.

8.0 **VISITORS**

8.1 Visitors are expected to comply with health and safety instructions given by the School while on Group premises.

9.0 **HEALTH AND SAFETY COMMITTEES**

9.1 Each School shall have its own Health & Safety Committee, which meets at least once per term. The Committee shall be Chaired by:

- Rugby School – the COO
- Bilton Grange (including Little Grange) – the COO
- Aysgarth School – the Headmaster
- Old Buckenham Hall – the Director of Operations
- Beaudesert Park School – the Director of Operations

9.2 The Health & Safety Committee is responsible for the operational oversight and coordination of health and safety matters across each School, acting as a key mechanism through which health and safety risks are identified, managed and monitored. In fulfilling this role, the Health & Safety Committee will:

- **Regularly review health and safety performance**, including incidents, near misses, audit findings, inspections, risk assessments and compliance reports.

- **Provide a forum for detailed scrutiny of health and safety risks and controls**, ensuring that issues are considered at an appropriate operational level.

- **Promote a proactive and positive health and safety culture**, encouraging openness, learning from incidents, and continuous improvement.

- **Identify hazards and emerging risks**, drawing on data, inspections, staff feedback and changes to activities, the estate or legislation.

- **Agree clear actions, owners and timescales**, and **actively monitor progress to completion**, challenging where actions are delayed or ineffective.

- **Ensure that significant risks, serious incidents or matters requiring strategic oversight** are escalated promptly to the COO and, where appropriate, to the Risk & Compliance Committee.

- **Support the COO in discharging delegated responsibilities**, including through the provision of assurance, insight and timely escalation.

9.3 The Committee does not remove or replace the individual health and safety responsibilities of line managers.

10.0 RISK ASSESSMENTS

10.1 The Group and each School maintains suitable and sufficient risk assessments for activities that may present a risk to the health and safety of students, staff and Visitors.

10.2 Risk assessments are used as a practical tool to inform planning, supervision and control measures, and are proportionate to the nature and level of risk involved.

10.3 Risk assessments are completed by an appropriately competent person, normally the manager responsible for the activity, with advice and oversight from the Head of Health & Safety where appropriate.

10.4 Risk assessments are reviewed regularly, and immediately following any significant change, incident or near miss.

10.5 Significant risks or concerns arising from risk assessments are escalated through management and governance arrangements as appropriate.

10.6 Further details are included in the Group Policy on Risk Management and Risk Assessments.

11.0 FIRE SAFETY

11.1 The Group, and each School, maintains appropriate arrangements to manage fire risk across all premises and boarding accommodation.

11.2 Fire safety arrangements include fire risk assessments, maintenance and testing of fire safety systems, evacuation planning, training and drills.

11.3 Fire safety performance, including drill outcomes and any incidents, is monitored and reviewed, and actions are tracked to completion.

11.4 Fire safety matters are reported through the School's health and safety governance arrangements as appropriate.

11.5 This policy should be read alongside the Fire Safety Policy.

12.0 FIRST AID AND MEDICAL PROVISION

12.1 The Group, and each School, provides appropriate first aid and medical provision proportionate to its activities, pupil population and risk profile.

12.2 Arrangements are in place to ensure adequate numbers of trained first aiders, suitable facilities and appropriate cover during the School day, in boarding houses and on off-site activities.

12.3 First aid and medical arrangements are reviewed regularly and following any significant incident.

12.4 This policy should be read alongside the First Aid Policy.

13.0 SAFEGUARDING AND WELLBEING

13.1 Health and safety arrangements support the Group's safeguarding duties by ensuring:

13.1.1 Safe supervision and staffing ratios

13.1.2 Secure premises and boarding accommodation

13.1.3 Promotion of physical and mental wellbeing

12.3 This policy should be read alongside each School's Safeguarding and Child Protection Policy and related policies.

14.0 PREMISES, MAINTENANCE AND CONTRACTORS

14.1 The Group ensures that premises, boarding houses, plant, equipment and grounds are maintained in a safe condition.

14.2 Contractors and suppliers are selected, inducted and monitored to ensure that work is carried out safely and without undue risk to Students, staff or Visitors.

14.3 Maintenance and contractor activities are subject to appropriate risk assessment and supervision.

14.4 Significant premises-related risks or issues are escalated through operational and governance arrangements as appropriate.

15.0 EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

15.1 The Group, and each School, recognises that educational visits, trips and off-site activities form an important part of students' educational and co-curricular experience. Appropriate arrangements are in place to ensure that such activities are planned and conducted safely.

15.2 These arrangements include:

- The completion of suitable and proportionate risk assessments in advance of visits.

- Appropriate planning, supervision levels and resourcing of activities.
- Ensuring that staff leading or accompanying visits are suitably briefed and, where appropriate, trained.
- Clear arrangements for emergency procedures, communication and contact with the School.
- Appropriate supervision of students, including boarding students, throughout the activity.

15.3 Educational visits and off-site activities are monitored and reviewed where appropriate, and learning from incidents or near misses is used to inform future planning and practice.

15.4 This policy should be read alongside each School's Educational Visits Policy.

16.0 ACCIDENT AND INCIDENT REPORTING

16.1 The Group, and each School, maintains appropriate arrangements for the reporting, recording and investigation of accidents, incidents and near misses involving students, staff, contractors and visitors.

16.2 These arrangements include:

- Prompt reporting and recording of accidents, incidents and near misses using each School's reporting system.
- Investigation of serious incidents in order to understand causes and identify appropriate control measures.
- Compliance with statutory reporting requirements where applicable, including those under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Monitoring of accident and incident data to identify trends and areas of risk.

16.3 Findings from incident investigations and trend analysis are used to inform improvements to risk assessments, working practices and training.

17.0 TRAINING AND COMMUNICATION

17.1 The Group recognises that effective health and safety management depends upon staff, students and visitors understanding their responsibilities and being provided with appropriate information, instruction and training.

17.2 The Group therefore ensures that:

- All staff receive appropriate health and safety induction when joining the Group.
- Refresher training is provided where necessary to maintain awareness and competence.
- Role-specific training is provided where required, based on the nature of the work undertaken and the risks involved.
- Health and safety expectations and procedures are communicated clearly to staff, students and visitors.
- Staff are encouraged to raise health and safety concerns and to report incidents or hazards promptly.

17.3 Training needs are identified through risk assessments, incident investigations, audits and monitoring activities.

18.0 MONITORING AND REVIEW

18.1 The Group monitors health and safety performance through inspections, audits, reporting, incident review and committee oversight.

18.2 Findings are used to drive improvement and actions are tracked to completion.

18.3 This policy and associated arrangements are reviewed at least annually, or sooner where there is a significant legislative or organisational change.

19.0 EXTERNAL GUIDANCE

19.1 The Group may obtain external health and safety advice or audits where appropriate to provide additional assurance.

20.0 POLICY OWNER

20.1 Chief Operating Officer

21.0 FURTHER INFORMATION

Further information about this policy can be obtained from the Head of Health & Safety at rsw@rugbyschool.net.

APPENDIX A

RUGBY SCHOOL – ROLES & RESPONSIBILITIES

Head Master

- **Provide visible leadership and commitment** to health and safety, promoting a positive culture in which the wellbeing of pupils, staff and visitors across the School is a core priority.

- **Ensure that health and safety matters are given appropriate priority within senior leadership discussions**, and that significant risks, incidents or concerns are escalated promptly

Deputy Head

- **Ensure that student safety is properly integrated into educational and pastoral decision-making across the School**, including risk assessments for curriculum activities, trips, boarding and co-curricular provision.

- **Oversee the management of health and safety risks associated with the School's education, pastoral and co-curricular activities,** ensuring that appropriate risk assessments are in place for all student facing activities and events (both on and off-site), and that they are reviewed regularly, and embedded into operational practice.

- **Work closely with the Director of Operations and other senior leaders** to ensure that educational and operational considerations are aligned and that health and safety risks are managed in a coordinated and proportionate manner.

COO

- **Chair the Health & Safety Committee**, setting the agenda and ensuring effective scrutiny of health and safety performance, risk and compliance, and timely escalation of material issues.

- **Ensure that suitable and sufficient risk assessments are in place for the operational functions of the School**, reviewed regularly, and embedded into operational practice.

- **Oversee fire safety management,** including ensuring recommendations of fire risk assessments are implemented, that fire safety systems are appropriate and maintained, and assurance that fire drills are conducted and reviewed. Ensure that staff receive appropriate training in fire safety.

- **Maintain appropriate health and safety records**, including accident and incident reports, risk assessments, training records and statutory documentation.

- **Investigate serious accidents, incidents and near misses**, identifying root causes, recommending corrective actions, and monitoring the implementation of agreed controls.

Director of Estates

- **Oversee the management of health and safety risks associated with the School's estate and operations**, including buildings, fire safety, contractor management, maintenance activities and major projects.

- **Ensure compliance with statutory estates-related health and safety duties**, including those relating to asbestos, legionella, plant, equipment and building safety, taking advice from the Head of Health & Safety and/or external advisers where appropriate.

- **Establish and maintain safe systems of work** for estates activities (including hot works), ensuring that these are implemented, reviewed and followed by estates staff and others working under their control.

- **Ensure that estates staff receive appropriate role-specific training, instruction and supervision**, and that competence is maintained and refreshed as required.

- **Ensure the safe selection, appointment and management of contractors and suppliers**, including competence checks, induction arrangements, monitoring of work on site and enforcement of safe working practices.

- **Ensure appropriate health and safety measures are in place on construction, refurbishment and maintenance projects** including ensuring compliance with relevant construction health and safety requirements. Where a project is managed by an external contractor, ensure that the responsibilities of the contractor versus the School are clearly understood and documented.

- **Work closely with the Head of Health & Safety and/or external advisers** to address identified risks, implement recommendations, and respond to incidents, audits and inspections.

- **Escalate promptly any significant or unmanaged estates-related health and safety risks** to the COO and Headmaster.

APPENDIX B

BILTON GRANGE (INCLUDING LITTLE GRANGE NURSERY) – ROLES & RESPONSIBILITIES

APPENDIX C

AYSGARTH SCHOOL – ROLES & RESPONSIBILITIES

APPENDIX D

OLD BUCKENHAM HALL – ROLES & RESPONSIBILITIES

Headmaster

- **Provide visible leadership and commitment** to health and safety, promoting a positive culture in which the wellbeing of pupils, staff and visitors across the School is a core priority.

- **Ensure that student safety is properly integrated into educational and pastoral decision-making across the School**, including risk assessments for curriculum activities, trips, boarding and co-curricular provision.

- **Oversee the management of health and safety risks associated with the School's education, pastoral and co-curricular activities,** ensuring that appropriate risk assessments are in place for all student facing activities and events (both on and off-site), and that they are reviewed regularly, and embedded into operational practice.

- **Ensure that health and safety matters are given appropriate priority within senior leadership discussions**, and that significant risks, incidents or concerns are escalated promptly.

- **Work closely with the Director of Operations and other senior leaders** to ensure that educational and operational considerations are aligned and that health and safety risks are managed in a coordinated and proportionate manner.

Director of Operations

- **Chair the Health & Safety Committee**, setting the agenda and ensuring effective scrutiny of health and safety performance, risk and compliance, and timely escalation of material issues.

- **Oversee the management of health and safety risks associated with the School's estate and operations**, including buildings, fire safety, contractor management, maintenance activities and major projects.

- **Ensure that suitable and sufficient risk assessments are in place for the operational functions of the School**, reviewed regularly, and embedded into operational practice.

- **Oversee fire safety management,** including ensuring recommendations of fire risk assessments are implemented, that fire safety systems are appropriate and maintained, and assurance that fire drills are conducted and reviewed. Ensure that staff receive appropriate training in fire safety.

- **Maintain appropriate health and safety records**, including accident and incident reports, risk assessments, training records and statutory documentation.

- **Investigate serious accidents, incidents and near misses**, identifying root causes, recommending corrective actions, and monitoring the implementation of agreed controls.

- **Ensure compliance with statutory estates-related health and safety duties**, including those relating to asbestos, legionella, plant, equipment and building safety, taking advice from the Head of Health & Safety and/or external advisers where appropriate.

- **Establish and maintain safe systems of work** for estates activities (including hot works), ensuring that these are implemented, reviewed and followed by estates staff and others working under their control.

- **Ensure that estates staff receive appropriate role-specific training, instruction and supervision**, and that competence is maintained and refreshed as required.

- **Ensure the safe selection, appointment and management of contractors and suppliers**, including competence checks, induction arrangements, monitoring of work on site and enforcement of safe working practices.

- **Work closely with the Head of Health & Safety and/or external advisers** to address identified risks, implement recommendations, and respond to incidents, audits and inspections.

- **Escalate promptly any significant or unmanaged estates-related health and safety risks** to the COO and Headmaster.

Estates Manager

- **Ensure appropriate health and safety measures are in place on construction, refurbishment and maintenance projects** including ensuring compliance with relevant construction health and safety requirements. Where a project is managed by an external contractor, ensure that the responsibilities of the contractor versus the School are clearly understood and documented.

APPENDIX E

BEAUDESERT PARK SCHOOL – ROLES & RESPONSIBILITIES