



RUGBY SCHOOL
JAPAN

Health and Safety Policy

Version 1.0

Associated guidance and policies

- ‘[Safeguarding and Child Protection Policy](#)’ Equality Act (2010)
- ‘[Guidelines for Life at Rugby School Japan](#)’
- ‘[Rugby School Japan Complaints Procedure](#)’
- ‘[Rugby School Japan Discipline and Rewards Policy](#)’
- ‘[Rugby School Japan Document Retention Policy](#)’
- ‘[Rugby School Japan Standard Terms and Conditions \(Parent Contract\)](#)’
- ‘[Rugby School Japan Pupil Manual](#)’

1. Aim of the Policy

The aim of this policy is to outline the measures that will operate, and must be observed by all staff, pupils and visitors to Rugby School Japan (RSJ) (the School).

2. General

RSJ is committed to ensure as far as reasonably practicable, that:

- Pupils’ welfare is safeguarded and promoted by means of risks to them being identified and appropriately managed.
- Employees are not exposed to undue risk in respect to their health, safety and welfare whilst at work.
- All pupils, employees and members of the public (including parents, visitors, contractors and their employees) are protected from health & safety risks while on School premises or engaged in School sponsored activities.
- No employee or outsourced service provider is authorised to initiate or continue any activity, operation or process that will endanger or expose employees, pupils, fellow outsourced service provider or members of the public to hazards to health.
- Suitable and sufficient risk assessments will be completed and the necessary agreed control measures to prevent incidents shall be introduced.
- All contractors are able to demonstrate competence and the ability to put into place suitable arrangements for securing proper health and safety, including where necessary a written statement of policy.

The School’s specific objectives are:

- To provide conditions and safe systems of work for all employees and a safe environment which prevents danger to the health, safety and welfare of pupils. This requires risk assessments to be undertaken to enable hazards and risks to be identified and for these risks to be reduced where possible, to enable the standards of safety to be adapted and enforced.
- To ensure that all buildings and equipment are maintained properly and any defect recorded and that none will be used knowingly when it presents any risk to the safety of staff or the public.
- To provide adequate means of access and egress which are safe and without risks to health.
- To provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health, safety and welfare of all pupils and employees.
- To ensure that the health, safety and welfare of pupils, employees and members of the public are under continuous review by management at all levels.
- To ensure safe arrangements are made for the transport, handling and storage and use of articles and substances.
- To ensure the School will have and maintain, up to date fire, earthquake and hazard procedures and record documents; and ensure that all employees, contractors and pupils are familiar with them.

This policy and the achievement of the objectives are largely dependent upon the total cooperation of every person who works at the School and indeed all employees have a duty of care to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health & safety rules and procedures as laid down by the School and use all health & safety equipment provided.

- Alert school leadership to any potential hazard that they may have either noticed or caused and report all accidents, incidents or near miss/hits that have led, or may lead to, injury, illness or damage.
- Ensure that no person uses potentially dangerous equipment unless they have been fully instructed as to the dangers and precautions to be observed and have either received sufficient training in work at the machine or are being supervised by a competent person with a working knowledge and suitable experience of the equipment. No person under the age of 18 years will be allowed to operate, dismantle or clean potentially dangerous machinery or equipment.

3. Responsibilities

The School Board

- Overall responsibility for the health and safety of all residents, non-residents and visiting personnel.
- Appoint a Board member representative to chair the RSJ Board Health & Safety Committee.
- Ensure that there is a health and safety policy in place.
- Monitor the performance of the measures and amend where necessary
- Delegate responsibility of the overall management of the policy to a Director of Operations

Responsibilities of the Chair

- Chair the RSJ Health & Safety Committee
- Delegate specific duties to the appointed academic staff representatives: Health and Safety Officer
- Draft the H&S Policy

Responsibilities of the Health and Safety Committee

(The committee should consist of: The Board's representative, the Principal, Operations Manager, Deputy Principal (Pastoral).)

- Review H&S Policy
- Review incidents and make recommendations to the Board
- Carry out individual tasks as delegated

Responsibility of the Principal and Senior Leadership Team

- Ensure all Academic Staff are aware of the relevant policies
- Day to day implementation of policy throughout all academic areas of the school

Responsibility of the Operations Manager

- Serve on the School H&S Committee
- Record minutes of the H&S meetings
- Update the H&S spreadsheet
- Ensure that procurement of goods i.e. products, raw materials, hazardous materials or substances and equipment, and services conform to health and safety requirements.
- Ensure pupil awareness of relevant policies

Responsibility of all management team members

- Implement and maintain health and safety measures in their respective work areas.
- Promote, support and follow up on the progress of health and safety-related projects under their responsibility.

Responsibility of all staff

- Aware of health and safety rules and regulations, and strictly follow.
- Report unsafe action and unsafe conditions.

4. Risk Assessment

The overall purpose of the School's risk assessment process is to identify any risks to staff or pupils, to reduce these risks where practicable and to promote staff and pupils' welfare through the safe management of

buildings, activities and behaviour. Overall responsibility for the implementation of appropriate risk assessment procedures for the health, safety and well-being of staff, pupils and visitor's rests with the Board.

This responsibility is delegated to the Principal/Deputy Principal (Pastoral) who will in turn delegate responsibility for risk assessment to appropriate members of staff.

All risk assessments will be carried out by the person responsible for the building, activity or individual concerned. The completed health and safety risk assessments will be forwarded to the Principal/Deputy Principal (Pastoral) for review and recording.

Date: April 2023