



HEALTH & SAFETY POLICY

Responsible Person: Dan Rogers Deputy Bursar
(Finance & Logistics)

Review Completed: November 2020

Health and Safety Policy

1. General Statement of Health and Safety by the Chairman of Governors and Board Member with Responsibility for Health and Safety

As Governors of The King's School (which includes Junior King's School, The Recreation Centre and The International College) we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, parents, contractors and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the School environment, both educational and support, are delivered in a manner that is safe and healthy. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors by appointing Robert Bagley as the Board member with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of Health and Safety at the School is vested with the Headmaster, Head, Principals and the Senior Leadership Team (SLT) but as Governors, we have specified that the School should adopt the following framework for ensuring full compliance with all relevant Health and Safety legislation:

- That the Board member with responsibility for Health & Safety attends at least one of the termly meetings of the School's Health and Safety Committee a year and receives copies of all the paperwork.
- That a report on Health and Safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire safety, and all new or revised policies and procedures is tabled at one Finance and General Purposes Committee meeting a year.
- That the external fabric of the Schools, their plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- That their reports are considered by the Finance and General Purposes Committee as necessary and its recommendations form the basis of the Schools' routine maintenance programmes.
- That the School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Director of Catering arranges for an independent hygiene safety audit of food storage, meal preparation and food serving areas on an ongoing basis, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Finance and General Purposes Committee as appropriate.
- Policies / procedures are in place covering significant risks.
- That the School has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions, such as Science Technician, will be provided in addition to the "standard" induction training. First Aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits, and to selected members of the support staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Headmaster, Head, Principals, the Bursar and other members of the Senior Leadership Team (SLT) in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects.

Chairman of the Board of Governors



Date:

Board Member with Responsibility for Health & Safety



Date:

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2. Organisation for Health and Safety: Statement by the Headmaster, Head, Principals and Bursar

The Chairman of Governors of The King's School, has delegated day to day responsibility for organising health and safety and welfare to us, its Headmaster, Head, Principals and Bursar. That role gives us the responsibility for ensuring compliance with the School's Health and Safety Policy. The policy document consists of two parts: the General Statement by the Chairman of Governors and this description of the Organisation for health and safety.

- a. The Senior Leadership Team (SLT) is responsible for:
 - i. Ensuring competent staff are appointed and provided with the necessary resources to implement and maintain health and safety systems, policies and procedures.
- b. The Bursar is responsible for:
 - i. Ensuring arrangements (including procedures as appropriate) are in place for:
 1. Safety and Security
 2. Building and Equipment Maintenance (including statutory inspections)
 3. Fire Safety (including Fire Risk Assessments)
 4. Electrical Safety (including Periodic Inspection and lightning protection testing)
 5. Gas Safety (including Gas Safety Certification)
 6. Water Quality (including Legionella Risk Assessment)
 7. Asbestos Management
 8. Fleet Management
 9. Emergencies
 10. Staff Induction
 11. Contractor Management
 12. Coronavirus Control
- c. The Deputy Bursar (Finance & Logistics) is responsible for:
 - i. Providing the annual report for the F&GP;
 - ii. Ensuring the Health and Safety Committee fulfils its role in line with its Terms of Reference;
 - iii. Providing advice and guidance to the Senior Leadership Team (SLT), Heads of Departments (HODs), Heads of Support Services, Housemasters / Housemistress (HSMs), Principals and Matrons to enable them to fulfil their responsibilities in line with this policy;
 - iv. Making reports as required under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR);
 - v. Scheduling audits to ensure compliance with health and safety policies and procedures.
- d. The Compliance Coordinator is responsible for:
 - i. Providing advice and guidance regarding health and safety;
 - ii. Co-ordinating advice from specialist advisors;
 - iii. Co-ordinating health and safety improvement programmes;
 - iv. Contributing to suitable and sufficient procedures for controlling hazards;
 - v. Provision of information and training;
 - vi. Monitoring and investigating incidents.

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- e. The Heads of Departments (HODs) and Support Services Managers are responsible for:
 - i. Ensuring staff in their teams are informed of where to view a copy of this policy;
 - ii. Ensuring staff in their teams understand and apply the principles of this policy to their job role;
 - iii. Ensuring staff joining their departments are provided with an induction programme;
 - iv. Ensuring their staff are competent to fulfil their health and safety responsibilities by providing and recording information, instruction and training;
 - v. Ensuring suitable and sufficient risk assessments are documented and maintained for the areas and activities under their control;
 - vi. Ensuring staff in their departments are provided with the opportunity to discuss health and safety issues via local H&S Committee meetings for example.

- f. The Head of Physics is designated as the radiation protection supervisor.

- g. The Housemasters / Housemistress (HSMs) / Houseparents / Principals and Matrons are responsible for:
 - i. The health and safety of the boarders and day pupils in their Houses;
 - ii. Pupil induction.

- h. The Human Resources Department is responsible for:
 - i. Maintaining records of staff health and safety training;
 - ii. Implementation of health surveillance.

- i. Academic and Support Staff are responsible for:
 - i. Taking reasonable care of their own safety, that of colleagues, pupils, visitors, temporary staff, volunteers and contractors;
 - ii. Co-operating with the Headmaster, Head, the Principals and the Bursar and other members of the SLT to enable the Governors to comply with their health and safety duties;
 - iii. Reporting accidents, incidents or near misses;
 - iv. Reporting any risks or defects to their manager or the Premises Helpdesk as appropriate.

- j. The Health and Safety Committee role is outlined in the Terms of Reference.

Headmaster, The King's School

Peter Roberts
Date: *20/1/2021*.....

Head, Junior King's School

Emma Kivolyi
Date: *28.1.21*.....

Bursar, The King's School

[Signature]
Date: *29/01/21*.....