THE
KING'S SCHOOL
CANTERBURY

Health & Safety Policy

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TABLE OF CONTENTS

Part 1 General Statement of Health and Safety Policy 3

Part 2 Organisation..... 5

Competent Advice..... 9

King's Health and Safety Committee 10

Part 1 General Statement of Health and Safety Policy

As governors of King's (including Senior King's School, Junior King's School, the International College and the Sports Centre) we fully recognise our collective responsibility for providing, so far as is reasonably practicable, safe and healthy schools for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. 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 of King's by appointing, The Rev'd Canon Andrew Dodd with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at King's is vested with the Heads, Bursar and the Whole School Strategic Group (WSSG). However, as governors, we have specified that King's should adopt the following framework for managing health and safety:

The governor overseeing health and safety attends the meetings of the King's Health & Safety Committee termly and receives copies of all relevant paperwork.

A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled annually at the May Finance and General Purposes Committee meeting.

The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chair wishes to bring to the Board's attention.

The external fabric of the schools, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

These reports (as per point above) are considered by the Estates Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

King'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).

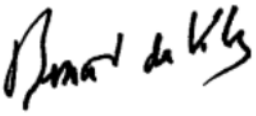
King's has fire risk assessments, carried out by a competent person which are reviewed regularly for progress on completion of items in the action plan, and updated when no longer valid (if significant changes are made to the interior of buildings or new buildings are bought or added, for example). The Fire Safety Working Group review these risk assessments every time they are amended and submit a report to the Estates Committee.

King’s has competent persons undertake legionella risk assessments and audit compliance with the Written Scheme of Control.

King’s 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, is provided in addition to the 'standard' induction
training. First aid training and minibus driver training is provided as required, including to members of the teaching staff involved with trips and visits.

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 co-operating with the Head, the Bursar and other members of the Whole School Strategic Group (WSSG) in order to enable the governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Bursar.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found further on in this document.

Signed  Chair of Governors, for and on behalf of the Board

Date 29/4/26

Part 2 Organisation

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

1. Board of Governors ("The Board")

The Board has overall collective responsibility for health and safety within King's. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout King's. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include 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 King's and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Heads and the Bursar to account in respect of the requirements set out in this policy.

2. Heads and Bursar

The Heads and the Bursar will have day to day responsibility for controlling health and safety within King's. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Heads and the Bursar will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that incidents (including accidents) are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within King's. The Heads and the Bursar will also report to the Board on health and safety performance and will assist the Board in implementing changes in the Policy which the Board have approved. The Heads and Bursar will be responsible for the implementation of the Critical Incident Plan and for ensuring risk assessments are in place covering pupils when off site (within the city centre, for example).

3. Bursar

The Bursar will have the day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and Security
- Building and Equipment Maintenance (including statutory inspections)
- Fire Safety (including Fire Risk Assessments)
- Electrical Safety (including Periodic Inspection and lightning protection testing)
- Gas Safety (including Gas Safety Certification)

- Water Quality (including Legionella Risk Assessment)
- Asbestos Management
- Fleet Management
- Emergencies
- Staff Induction and Training
- Contractor Management

4. Director of Compliance

The Director of Compliance is responsible for providing advice and guidance to the Whole School Strategic Group (WSSG), Heads of Departments (HODs), Heads of Support Services, Housemasters / Housemistress (HSMs), Principals and Matrons / Pastoral Care Assistants and other staff as appropriate to enable them to fulfil their responsibilities in line with this policy. This includes:

- Co-ordinating advice from specialist consultants and producing associated action plans
- Co-ordinating health and safety improvement programmes including fire safety, asbestos management and legionella control
- Contributing to suitable and sufficient procedures for controlling hazards
- Ensuring the Health and Safety Committee fulfils its role in line with the Terms of Reference and chairing the meetings
- Contributing to the provision of health and safety information, instruction and training
- Monitoring and investigating incidents

5. Heads of Department (Teaching)

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Sports activities – Director of Sport

- Drama – Director of Drama
- Art (including harmful substances and flammable materials) – Director of Art
- Music – Director of Music
- Design & Technology – Head of Design & Technology
- Trips and visits – Educational Visits Co-ordinators
- Catering – Director of Catering
- Cleaning functions – Head of Domestic Services
- Ammunition and firearms – Combined Cadet Force Commanding Officer

They will also be responsible for identifying and organising training that is relevant to their area of control. Records of training are held by HR.

6. Premises Director

The Premises Director will assist the Bursar with the implementation of the following:

- Building condition surveys.
- Management of contractors.
- Maintenance of school vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality and asbestos.
- Good standards of housekeeping, including drains, gutters etc.

7. Head of Security / Deputy Head of Compliance

The Head of Security and Deputy head of compliance will assist the Bursar and the Director of Compliance with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors.
- Site traffic movements.
- co-ordinating health and safety improvement programs around fire safety, monitoring and investigation of incidents, and the review of risk assessments.

8. Head of Gardens and Grounds

The Head of Gardens and Grounds will assist the Bursar with the implementation of the following:

- Control of hazardous substances for grounds maintenance activities.

9. Director of Catering

The Director of Catering arranges for:

- cleaning rotas that include all areas of the kitchens on a daily / weekly basis along with deep cleans every holiday time.
- the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc.
- a competent member of staff to advise on healthier food, menu planning and special diets as needed.
- appropriate pest control measures to be in place.

10. Senior Nurse

The Senior Nurse will be responsible for:

- Keeping statistics and preparing summary reports of pupil accidents for the King's Health and Safety Committee.
- Arranging for pupils to to be escorted to hospital (and informing their parents).
- Arranging for checks of all first aid boxes and ensuring eye wash stations are replenished.

11. Staff

The co-operation of all staff is essential to the success of the Policy and King's requests that staff should notify their Head of Department / the Compliance Officer / Health & Safety Representative of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy and associated procedures;
- take reasonable care of the health and safety of themselves and others who may be affected;
- follow requirements imposed on King's or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- make proper use of anything provided in the interests of their health and safety such as

protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;

- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

Competent Advice

The Bursar and the Director of Compliance will ensure arrangements are made for external consultants to advise on matters of health and safety within King's. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the schools.
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists in line with legal requirements.
- Gym and fitness equipment and machinery used in both design and technology and in the maintenance department are serviced in line with legal requirements.
- Suitable and sufficient fire risk assessments in place, maintained up to date and the action plans are reviewed regularly.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and manual call points are tested annually by a competent contractor.
- Suitable and sufficient risk assessments for legionella. Conformance with the written scheme of control is monitored by the Water Quality Group and audited annually by an external consultant.
- King's maintains an asbestos register and asbestos management plan (AMP). Contractors are provided with relevant asbestos registers before starting work.
- King's radiation protection supervisor (RPS), Head of Physics, is responsible for liaison with the radiation protection advisor, for ensuring compliance with the Ionising Radiations Regulations and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- King's has current electrical test certificates for all its buildings. It uses suitably qualified electrical engineers to inspect and maintain its electrical installations.
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- All domestic boilers are serviced annually and all domestic properties have current landlord's gas safety certificates.
- All lightning protection and earthing conforms to relevant standards and is tested annually by a specialist contractor.

- A competent Principal Designer, Principal Contractor / Contractor is appointed in writing in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations whenever construction work is undertaken.

King's Health and Safety Committee

The Committee will meet once a term, and will be chaired by the Bursar and led by the Director of compliance. The Governor who is responsible for overseeing health and safety will attend these meetings. The Committee operates in line with it's Terms of Reference.

Members of the Committee include:

- Assistant Head (Boarding)
- Premises Director
- Head of Science
- Head of Gardens and Grounds
- Senior Nurse
- DT Technician
- Science Technician
- Deputy Head – Operations for Junior King's School

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within King's;
- 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 update it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the workplace;
- encourage suggestions and reporting of defects by all members of staff.