

SECTION 7

A HEALTH AND SAFETY POLICY

(Ref: Health & Safety at Work Act 1974; ISSR 11)

1.1 Introduction

The Governors of The King's School recognise that under the Health & Safety at Work etc. Act 1974 they have a legal duty to ensure, so far as is reasonable practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.

1.2 Policy Statement

The Governors of The King's School acknowledge and accept their duties and responsibilities for securing the health, safety and welfare of all its employees, of pupils, of contractors working on premises over which it has control and of members of the public. The Governors will promote standards of health, safety and welfare that comply fully with the terms and requirements of the Health & Safety at Work etc. Act 1974, Regulations made under that Act and Approved Codes of Practice and with due regard to DCSF guidance 'Health & Safety: Responsibilities and Powers'. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School. The Governors will take all such steps as are reasonably practicable and extend these in particular to the following matters:

- a. The provision and maintenance of systems of work and equipment that are safe and, where practicable, without risk to health;
- b. The arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances;
- c. Provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of all its employees and pupils;
- d. The maintenance of premises in a condition that is clean, safe and, where practicable, without risk to health and the maintenance of means of access to and exit from the premises that are safe and without such risks;
- e. The provision and maintenance of a working environment for employees which is safe, where practicable, without risks to health and adequate as regards facilities and arrangements for their welfare at work.
- f. The provision of information to contractors and visitors on the procedures and rules in place to ensure their safety whilst on the site.

The Governors of The King's School also consider that it is the individual responsibility of all employees to ensure strict adherence to safety regulations and policies, and to fulfil their obligations under the Health and Safety at Work etc. Act 1974 in the following respects:

- a. To take reasonable care of his/her own health and safety and of other persons (including pupils) who may be affected by his/her acts or omissions at work.
- b. To co-operate with management as regards any duty or requirement imposed on management or any other person by the Act, so far as it is necessary to enable that duty or requirement to be performed or complied with.
- c. Not to interfere intentionally or recklessly with or misuse anything provided in the interests of health, safety or welfare in pursuance of the requirements of the Act.
- d. To report any defects or hazards without delay to their immediate superior and/or colleagues.
- e. This policy statement will apply to all persons working within the establishment controlled by the School whether or not they are contractually employed by the School.

- 1.3 **Accident Procedures.** It is the responsibility of employees to report every accident or near miss, however minor, on the Accident/Near Miss Sheets. In the event of a major accident or dangerous occurrence which is covered by the appropriate regulations, the Deputy Head/Junior School Head/Junior School Deputy Head and Bursar must be informed immediately.
- 1.4 **Responsibilities and duties.** Details of responsibilities and organisation for ensuring compliance with this Policy are attached. Codes of Practice for particular hazards, activities and department areas of work will be issued as necessary.
- 1.5 **Machinery.** No untrained employee is allowed to operate any dangerous machinery. No employee under 18 years of age may clean or operate dangerous machinery. No pupil is allowed to operate dangerous machinery. Pupils over the age of 16 may only operate non-dangerous machinery if supervised by a trained adult.
- 1.6 **First aid and safety training.** The School will observe the statutory requirements for first aid materials and provide suitable first aid training for staff.
- 1.7 **Fire prevention.** The School will have and maintain up to date fire procedures and documents. All staff must familiarise themselves with these fire procedures.
- 1.8 **Staff consultation.** Health and Safety will be a standing item on the agenda at common room meetings and any points raised will be duly minuted, reported to the Health and Safety committee and actioned accordingly. In addition the School shall arrange that representatives of employee safety be elected. The School shall consult with such representatives over health and safety matters including the introduction of any measures which may have an impact on health and safety, training and the provision of information relating to health and safety.
- 1.9 **Health and Safety Committee.** In addition, a Health and Safety Committee as set out in the attached document will meet at least termly.
- 1.10 **Responsibility with contractors.** At all sites where contractors operate within premises owned or administered by the School, the division of responsibilities for maintaining a safe place of work (for employees and pupils) shall be set out in the contract documents held by the School. Contractors must therefore be able to demonstrate that they have suitable arrangements for securing proper health and safety, including where necessary a written statement of policy. Contractors are also required to provide copies of any relevant insurance policies to the School prior to the commencement of any works.
- 1.11 **General.** This Health and Safety Policy will be revised as and when necessary or appropriate, to keep it up to date. A copy will be issued to all employees and be available for consultation in the Staff Handbook
- 1.12.1 **Responsibilities and Duties of Individuals**
- 1.12.2 **All staff** have a duty to:
- Work safely, for themselves and others.
 - Follow authorised health and safety procedures, codes of practice and instructions.
 - Report all accidents, “near misses” and apparent hazards.
 - Wear protective clothing and use safety equipment or devices, where these are provided, or where not, to request their provision as necessary.
 - Fulfil the requirement under the Health and Safety at Work Act 1974 that “no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions”.

- f. Co-operate with the Governors and the School's officers to enable them to carry out their responsibilities and duties.
 - g. In the event of a hazard, take appropriate preventative or other action in accordance with any Codes of Practice.
- 1.12.3 **The Headmaster** is ultimately responsible for oversight of the application of the Governors' policy, and for day to day health and safety of teaching staff and pupils.
- 1.12.4 **The Bursar and Estates Manager** are responsible for health and safety matters affecting: all support staff and their work; buildings, equipment and facilities, contractors and visitors.
- 1.12.5 **The Deputy Head** in consultation with the Head of the Junior School and the Estates Manager is responsible for establishment of appropriate emergency procedures and their application by staff and pupils. She will ensure that a fire drill is carried out at least once in each term.
- 1.12.6 **The Head of Junior School** has particular responsibility for health and safety within the Junior School and for liaison with the Deputy Head and others over matters which could affect the Junior School adversely.
- 1.12.7 **Heads of Departments** (including holders of posts of special responsibility and heads of non-teaching departments and sections) have a general responsibility to the Headmaster for the application (within their own department) of the safety policy as it applies to all employees, pupils, attached personnel and others.
- 1.12.8 **Teachers** All teaching staff have responsibility for the health and safety of pupils while in their charge, and for encouraging health and safety awareness by them. In particular, teachers should ensure that:
- a. The environment of pupils in their care is as safe and healthy as reasonably practicable.
 - b. Appropriate safety equipment and protective clothing is provided, maintained and used correctly.
 - c. Any special safety measures applicable to their teaching area are observed.
 - d. Pupils are instructed in safety procedures, evacuation routes and first aid arrangements.
 - e. Pupils are restrained from any behaviour or "horseplay" which could involve danger to themselves or others.
 - f. Actual or potential hazards or possible improvements are reported to their head of department or other responsible person, (i.e. Estates Manager, Bursar or any member of the Health and Safety Committee).
- 1.12.9 **Pupils.** All pupils are expected to:
- a. Exercise personal responsibility for the safety of themselves and fellow pupils.
 - b. To use and not wilfully misuse or interfere with any equipment provided for their own or general safety.
 - c. Not bring to school any item or substance which could endanger their own health and safety or that of others.
 - d. Observe the safety rules of the School and in particular the instructions of teaching staff given in an emergency.
- Wilful disregard for health and safety matters could result in disciplinary action against the pupil. The Head of School (who will be an *ex officio* member of the Health and Safety Committee) will raise health and safety issues at meetings of the sixth form committee and should communicate with the Chairman of the Health and Safety Committee before each meeting of that committee.
- 1.12.10 **Visitors.** Regular visitors and other users of the premises (eg maintenance contractors, regular delivery-men, members of outside clubs, parents helping at school functions), should be made aware of and expected to observe school safety rules and procedures, through the Estates Manager and/or by any member of staff directly concerned at a particular time.
- 1.12.11 **Health and Safety Committee Members** Any member receiving a report of a possible hazard, having satisfied him or herself personally that a cause for concern does exist, should report the facts without delay to the Estates Manager or in his absence, the Bursar. The Estates Manager/Bursar will arrange appropriate further action.

1.12.12 **Communications** In all matters of health and safety, the lines of communication are:
From the individual pupil:-through the form-teacher or, if urgent, any other teacher or member of the support staff. From the individual employee:- through the Head of Department or Estates Manager and/or Health and Safety Committee Member to the Bursar, or Deputy Head.

1.13.1 **Health and Safety Committee**

1.13.2 The objectives of the Health and Safety Committee shall be:

- a. To advise and make recommendations to the Governors on all matters affecting health and safety in the School in fulfilment of the policy and legal responsibilities.
- b. To report on any matters requiring attention to promote a safe and healthy environment and safe working in the School.
- c. To investigate any serious accidents or potential hazards and make recommendations for their prevention.
- d. To review regularly safety procedures, accident records, and the implications for safety of changes in buildings, equipment or curriculum.
- e. To assist the Headmaster and Governors in promoting a practical, positive and committed attitude to health and safety by all employees, pupils and visitors.

1.13.3 The Committee shall include:

- a) The Bursar (Chairman)
- b) The Deputy Head (deputising for the Headmaster)
- c) The Estate Manager
- d) The School Nurse.
- e) One representative of the Junior School.
- f) One representative of the Science departments.
- g) One representative of the Games department.
- h) One representative of the Technology department.
- i) One representative of employee safety (if not already named above).
- j) Educational Visits Co-ordinator
- k) Head of School (ex-officio)
- l) Other members may be co-opted at the discretion of the Chairman when appropriate.

Minutes will be taken by the Bursar's P.A. These will be reported to the Governors' Audit and Compliance Committee and any action points raised by the Bursar at the Finance and General Purposes Committee.

1.13.4 Meetings will be held as necessary, but no less than once a term.