

7. HEALTH & SAFETY, EMERGENCIES AND RISK MANAGEMENT

7.1 Health & Safety Policy

7.1.1.1 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.

7.1.1.2 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.

- 7.1.1.3 **Accident Procedures.** It is the responsibility of staff 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 second master/Junior School Head/Junior School Deputy Head and bursar must be informed immediately.
- 7.1.1.4 **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.
- 7.1.1.5 **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.
- 7.1.1.6 **First aid and safety training.** The School will observe the statutory requirements for first aid materials and provide suitable first aid training for staff.
- 7.1.1.7 **Fire prevention.** The School will have and maintain up to date fire procedures and documents. All staff must familiarise themselves with these fire procedures.
- 7.1.1.8 **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.
- 7.1.1.9 **Health and Safety Committee.** In addition, a Health and Safety Committee as set out in the attached document will meet at least annually.
- 7.1.1.10 **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.
- 7.1.1.11 **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 School office.

7.1.2 Responsibilities and Duties of Individuals

- 7.1.2.1 **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”.
 - Co-operate with the Governors and the School’s officers to enable them to carry out their responsibilities and duties.
 - In the event of a hazard, take appropriate preventative or other action in accordance with any Codes of Practice.
- 7.1.2.2 **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.
- 7.1.2.3 **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.

- 7.1.2.4 **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.
- 7.1.2.5 **The Head of Junior School** has particular responsibility for health and safety within the Junior School and for liaison with the second master and others over matters which could affect the Junior School adversely.
- 7.1.2.6 **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 staff, pupils, attached personnel and others.
- 7.1.2.7 **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).
- 7.1.2.8 **Pupils.** All pupils are expected to:
- d. Exercise personal responsibility for the safety of themselves and fellow pupils.
 - d. To use and not wilfully misuse or interfere with any equipment provided for their own or general safety.
 - d. 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.
- 7.1.2.9 **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.
- 7.1.2.10 **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.
- 7.1.2.11 **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 non-teaching staff.
- From the individual member of staff/employee:- through the Head of Department or Estates Manager and/or Health and Safety Committee Member to the Bursar, or Deputy Head.

7.1.3 Health and Safety Committee

7.1.3.1 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 staff, pupils and visitors.

7.1.3.2 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) Director of Rowing
- j) One representative of employee safety (if not already named above).
- k) Educational Visits Co-ordinator
- l) Head of School
- m) 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.

7.1.3.3 Meetings as necessary, but no less than once each half term

7.2 Disaster/Emergency Policy

7.2.1 **General.** The School has adopted policies and procedures to minimise risks to pupils and staff, and has a Health and Safety policy and procedures that are regularly reviewed. The governing body recognises that not all circumstances are under the control of the School and that emergencies and disasters may happen.

7.2.2 **Sources of Advice** The DfES website offers general advice on www.teachernet.gov.uk/emergencies. The Calouste Gulbenkian Foundation publishes '*Wise Before the Event: Coping with Emergencies in Schools*' by Willam Yule and Anne Gold which offers comprehensive advice on planning for and dealing with emergencies.

Other sources of advice:-

SFS in conjunction with docleaf 01306 746300 www.sfs-group.co.uk

Travel PR 0208 891 4440 www.travelpr.co.uk

7.2.3 **Aims.**

The aims of this policy are:

- a. To prepare governors, staff and pupils for any disasters that may occur.
- b. To ensure that there is a plan that can be implemented swiftly in the case of an emergency caused by a disaster.
- c. To be a guide to actions in circumstances that are liable to strain the capacity of those handling the situation to think clearly.

7.2.4 **Use of this Policy and Procedures**

This set of guidelines is to be checked before a school visit takes place. It will also be used in the aftermath of an emergency. All staff and Governors should be familiar with the contents of this guidance so that all those involved know what to do, or what not to do, if an emergency occurs. Detailed guidance in the event of an emergency is held in two identical red boxes located in the Headmaster's Office and the Junior School Headmaster's Office.

7.2.5 **What can happen.**

7.2.5.1 By 'disaster' is meant an incident that has caused death or serious injury to a member or members of the school community e.g.:

In School or in our Community

- a. The death of a pupil or member of staff from natural causes.
- b. A traffic accident involving staff or pupils.
- c. A deliberate act of violence against staff or pupils.
- d. A school fire or major incident in a laboratory or workshop.
- e. A serious accident of any sort involving death or mutilation.

Away from school or our immediate community

- a. Deaths or injuries on school journeys.
- b. Tragedies involving children with many others (e.g. Hillsborough).
- c. A bomb incident.

7.2.5.2 Most aspects of disasters are self-evident but two are important to emphasise for the purpose of planning:

- a. *Feelings of grief, guilt and insecurity caused by the disaster.* These are felt by survivors, parents and staff alike (not only by those directly involved) and may strike at any time over a long period after the disaster (see post-traumatic stress disorder below).
- b. *Inevitable media interest.* This will focus on the 'human interest' and on discovering 'who is to blame'. To the media there is no such thing as an accident. Whether intended or not, the result can be to persuade people to say things in haste that they will bitterly regret at leisure. The media can sow discord and prevent healing. In the immediate aftermath the media may interfere with communications and distract people from coping with the emergency.

7.2.6 The following procedures are designed to deal with the problems in the early stages. It is assumed in what follows that our first duty is to support and help pupils, parents and staff involved. We are also concerned to ensure that the handling of the disaster does not result in damage to the School which will then cause all pupils and staff to lose in the long term.

It is essential that everybody knows:

- a. The roles to be performed by each person.
- b. The communications strategy.
- c. The basic principles we will follow with the pupils and parents.

7.2.7 Roles and Responsibilities

- 7.2.7.1 In term time, other things being equal, the crisis will be managed by a 'Disaster Team' that will include:-
- a. the Chairman of Governors
 - b. the Head
 - c. all members of SMT
 - d. other relevant staff, depending on the situation, including IT manager
- 7.2.7.2 The Head, if not disabled in the disaster, will be first contact for the media. It is probable that as things develop the Chair of Governors will need to make a statement and written statements may be issued by others.
- 7.2.7.3 The Bursar will be responsible for arranging the necessary communications network including allotting duties to other support staff for typing statements etc. The Bursar will also be responsible for checking with insurers etc. to make sure that we do not make mistakes at that stage of the crisis.
- 7.2.7.4 The exact roles of others will have to be decided at the time as any crisis will undoubtedly have its own particular character and need a different reaction but among the roles needed will be:
- a. contact with parents
 - b. support for staff directly involved
 - c. liaison with remainder of staff and pupils
 - d. finding assistance for the School e.g. legal etc
 - e. liaison with relevant authorities e.g. police/Foreign Office /Health and Safety Executive
- 7.2.7.5 Out of Term, the **first** thing for the person in charge on site to do will be to contact as many members of the Disaster Team as possible.

7.2.8 Precautionary Rules for Trips off Site

- 7.2.8.1 When a disaster occurs off site it is critical to know quickly who has been involved, therefore:
- a. All trip leaders must ensure that the list given to the School Office with the names of all pupils and a contact number/s for parent/s is accurate.
 - b. Every member of staff on the trip (not only the leader) will keep with them at all times a list of pupils on the trip. This may be the only starting point for identifying pupils as the leader may be incapacitated or dead.
It is also vital that information is passed to the School as soon as possible so that support can be given to the staff on the ground and parents and that accurate information can be given to the media etc.
- 7.2.8.2 All the staff on a trip will:
- a. Know how an alarm is to be raised
 - b. Will have to hand a number to contact to report any disaster. This must not be the main school number in case the media jam the phone lines. (Any such number must be kept absolutely confidential).
- 7.2.8.3 As soon as the injured etc are properly looked after and in the hands of competent assistance then communicating the news is the priority.
- 7.2.8.4 Once that has been done the priority of those on the ground becomes to look after pupils and each other. Dealing with the media, with parents and all other issues then becomes the job of the Disaster Team.

7.2.9 Procedures

7.2.9.1 Immediate Action in the Case of Disaster

The Chair of Governors will be contacted immediately or in his absence, the Deputy Chairman. Failing either, another governor will be contacted. The relevant governor will be asked to join the team at the School.

- a. The police will be contacted immediately to ask for help in controlling access to the School.
- b. The Disaster Team will be contacted immediately and asked to convene at an appropriate headquarters.
- c. Roles will be allotted.
- d. If the disaster is abroad a contact will be opened up to authorities in the foreign country through the appropriate embassy or the Foreign Office and arrangements made to get a senior member of staff and someone familiar with the language (if possible) out to the scene of the disaster as a matter of urgency to take charge from the staff involved.
- e. Parents will be contacted by mobile phone. It may be sensible to send someone off-site to phone from an exchange that will not be blocked or overheard by the media.
- f. Depending on the situation, headquarters will either be in the Headmaster's office, Bursar's office or another suitable building near the School depending on the circumstances.
- g. If children are off-site parents should be re-united with them as fast as possible. It is the duty of the Head (or Head's delegated representative) to determine in the circumstances whether it may be helpful for parents to view the accident site so they can share the situation with their children.

7.2.9.2 Communicating with Parents.

Only nominated members of staff/governors have the authority to contact parents. Such persons, when answering or contacting parents will have a written list of known facts issued by the Head (or Head's delegated representative). The nominated person will only

- a. Say what is known for a fact.
- b. Say how parents will be updated as information becomes more complete.
- c. Say how parents should contact hospitals etc.
- d. check whether any help is needed with transport.

While the School's main responsibility is to parents whose children are involved, there will be other parents who, for one reason or another, will want to know what has happened from us. Depending on the circumstances it may be appropriate to:

- a. Send an account that is written.
- b. Post information on the School web-site.
- c. Use the media to communicate with parents.

The Head (or Head's delegated representative) will make the decision.

7.2.9.3 Communicating with Pupils

If the disaster occurs during term a lot will depend on whether information is available while pupils are in school. The first priority will be to make sure that pupils know what is true. The second priority will be, as appropriate, for the school community to share its shock and/or grief. Normally the School will use the following procedure:

- a. hold an assembly to give out information
- b. return pupils to tutor group bases
- c. selected staff to go round the tutor groups and answer questions.

Pupils will be given:

- a. the plain facts - no speculation
- b. absolutely honest responses to questions that cannot be answered.

If a disaster occurs during the holiday there may have to be special arrangements to allow families, friends and others to come into school, and for an appropriate member of staff to be available to inform and support. This will be determined by the Head (or the Head's representative) and put into place by the Disaster Team.

7.2.9.4 **Communicating with the Media.**

7.2.9.4.1 Media interest will seem intrusive and unhelpful. It is important to realise, however, that their interest is legitimate. Used properly the media can help to communicate important messages to parents and the community. It is important to do everything to be helpful short of compromising the essential interests of the School. The Head will explain to the press what is happening but will stress that pupils' and parents' interests must come first for us. He will ask for the press's co-operation in achieving this aim. The procedures will be:-

- a. All statements to the media will be made after discussion with the Head (or the Head's representative). In ideal circumstances the statements will be given by the PR advisor. If she is not present another member of the Disaster Team should be nominated to liaise with the media.
- b. The Chair of Governors will make a statement at the earliest but appropriate moment.
- c. Governors and staff will refer all questions to the Head (or the Head's representative) and must refuse to make any comment or react to any statement put to them by the media.

7.2.9.4.2 The following principles must guide dealings with the press.

It should be remembered that the media will be looking for a story and headlines. A 'story' only lasts for a short time in media terms so they will be looking for a quick result: grief to dramatise or blame to allot. They only polarise. However, there are possible stereotypes which we can use to help to get sympathetic treatment.

- a. Close-knit school devastated by disaster
- b. Staff trying to hold things together under impossible circumstances
- c. Caring school trying to do what it can
- d. Bolt from the blue overwhelms all sensible precautions

N.B. We must remember that we have to be careful that nothing we say should increase grief or wrong-foot ourselves in possible legal action.

7.2.9.4.3 The media will normally not be invited onto the School site and if they do make their way into the site uninvited, they should be referred to the Head, who will normally ask them to leave, and will explain why. The assistance of the police could be sought if necessary.

7.2.9.4.4 It is the responsibility of the Head in consultation with the Disaster Team to determine whether a Press Conference should be arranged in a place away from the children. If there are signs of devastation on the School site, it may be inevitable that they will have to be allowed to take pictures but the Disaster Team will attempt to ensure that these do not add to the grief of parents and others.

7.2.9.4.5 Pupils will be kept away from the media and the importance of this will be explained to the pupils.

7.2.9.4.6 No addresses will be given to the media.

7.2.10 **Appendix A. Dealing with the media**

7.2.10.1 **Guidance to the Head** (or representative)

The Head will say that the School will:-

- a. Tell them everything known definitely as soon as we have told parents.
- b. Tell them what we do not know at this stage.
- c. Tell them when further information will be available*.
- d. Not speculate or go along with their speculation.
- e. Not be giving any names or confirming any names until all the members of a trip are accounted for.

Within these limits the Head has the responsibility to give quotable statements and go on air.

7.2.10.2 Interview Technique

- a. Generally it is important to 'come in under the question', being calmer and quieter than the questioners.
- b. Two points clearly made and repeated are worth many made in a confused way.
- c. It is crucial to remember that you are talking to the audience beyond the interviewer while answering the interviewer's questions.
- d. Meet aggressive questions with facts e.g.
 1. 'all trips go through a vetting procedure';
 2. 'we have fire practices termly';
 3. 'we have records and once we have done our duty by our parents and pupils we will check it out'.

Generally we will be saying over and over again that we will turn our attention to causes and lessons to be learned when we have done what we can do for pupils and parents.

7.2.11 Appendix B. Short and Medium Term Actions

7.2.11.1 Short Term Action

- a. The Governing Body will meet as soon as practicable to be briefed by the Head and Disaster Team, and to decide how any inquiry should be carried. The Disaster Team will seek advice on this as appropriate.
- b. It will be the responsibility of the Head to make an announcement about any internal inquiry.
- c. The Head will ensure that included in any public statement will be the Governors' resolve to co-operate fully with any external inquiry.
- d. The Disaster Team will determine in the circumstances how to help the school community come to terms with the shock and grief, and which appropriate agencies to use.
- e. The Disaster Team will bear in mind in all its decisions the importance of enabling normal life to be resumed as soon as possible without denying or minimising what has happened.
- f. Immediate steps should be taken to restore the situation in the case of fire etc. and the school should revert to the normal daily timetable as soon as possible.
- g. Legal advice will be sought as appropriate.

7.2.11.2 Medium Term Action

- a. The Disaster Team will determine how best to ease the return of young people involved and what support they will need.
- b. Normally appropriate consultancy/counselling will be sought (see Appendix C)
- c. The more detailed advice in '*Wise Before The Event*' will be considered.

7.2.12 Appendix C. Note on Post-Traumatic Stress Disorder and the Role of Counselling

7.2.12.1 It must be expected that some of those involved in the disaster will suffer from post traumatic stress disorder. This may involve panic attacks, flashbacks, feelings of depression and guilt. They may be deeply disabling and often affect adults more than children. Expert advice should be sought on this and part of the longer term plan must include plans to support both pupils and staff members who may be unable to return to school.

7.2.12.2 It was generally thought in the past that immediate access to counselling was helpful in the aftermath of a disaster. This has been shown to be counter-productive and in some cases damaging.

7.2.12.3 Advice now suggests that counselling should be postponed until at least a month after the event and then brought in for those who have been unable to 'move on.' The main thrust of the School's policy must be not to deny the events but to emphasise that 'life goes on' and that 'we have the strength to cope with even this.' It is vital that children and adults are not disempowered in dealing with the trauma of the disaster by the suggestion that they cannot cope without help or that they must relive the disaster to come to terms with it.

7.2.13 This policy will be kept under regular review in the light of developments and best practice.

7.3 Risk Management Policy

7.3.1 Policy

7.3.1.1 The King's School will seek to adopt best practices in the identification, evaluation, and cost-effective control of risks of all types to ensure that they are eliminated or reduced to an acceptable level.

7.3.1.2 We recognise that part of the education of our pupils should expose them to risk commensurate with their age, maturity and experience and teach them how to recognise, assess and manage risk. This we will endeavour to do professionally and with appropriate care for their safety and well-being.

7.3.2 Objectives

7.3.2.1 It is acknowledged that some risks will always exist and will never be eliminated. All members of the school community must understand the nature of risk and accept responsibility for risks associated with any area of authority or responsibility that they exercise. The necessary support, assistance and commitment from senior management will be provided.

7.3.2.2 The risk management objectives of the School are to:

- a. Raise awareness of the need for risk management.
- b. Integrate risk management into the culture of the School.
- c. Manage risk in accordance with best practice.
- d. Comply with the law relating to risk as a minimum standard.
- e. Anticipate and respond to changing social, environmental and legal requirements.
- f. Expose pupils to risk in a structured way and within their capabilities.
- g. Prevent injury and damage and reduce the cost to the school resulting from risk.

7.3.2.3 These objectives will be achieved by:

- a. Establishing a risk management structure, accessible to all members of the school community, to act in an advisory and guiding capacity.
- b. Including risk management as an agenda item at meetings (such as departmental meetings, sub-committee meetings, student committee meetings) as appropriate.
- c. Continuing to demonstrate the application of risk management principles (identification, evaluation, management and review).
- d. Undertaking risk assessments for all school activities, workplaces and business undertakings.
- e. Providing suitable guidance and training in the identification, assessment and control of risks.
- f. Establishing written procedures and a hierarchy of management for identified risks with a strict and formal approach to risk avoidance for those exceeding a threshold score in the risk assessment procedure.
- g. Maintaining an appropriate incident reporting and recording system, with investigation procedures to establish cause and prevent recurrence.
- h. Preparing contingency plans in any area where there is a potential for an occurrence having a catastrophic effect on the School and its business capability.
- i. Maintaining effective communication between and active involvement of every member of the School
- j. Monitoring arrangements on an ongoing basis.

7.3.3 Organisation

7.3.3.1 The Headmaster through a risk management group is responsible for developing specific programmes and procedures for establishing and maintaining risk management activities.

7.3.3.2 This group will ensure the dissemination of vital information and, where appropriate, provide guidance, interpretation and understanding of the systems involved.

7.4 Fire Safety Policy

7.4.1 Introduction

7.4.1.1 The Governors of The King's School recognise and accept their responsibilities as employers to comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO) to:

- a. Assess the risks posed by fire to the Health and safety of their employees and to anyone else who may be affected by their activities; and
- b. To eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

7.4.1.2 On a day to day basis, the responsibility for ensuring that these duties are undertaken will be delegated to individuals within the school (see organisational responsibilities below).

7.4.2 Policy Statement

The King's School recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its employees and anyone else potentially affected by its undertaking, against fire and dangerous substances which could give rise to fire and the effects of fire.

7.4.3 Policy Objectives

The objectives of this policy are to ensure, so far as reasonably practicable, that:

Roles, responsibilities and accountabilities are clearly defined and understood to secure fire safety and both school and individual compliance with relevant legislation.

- a. One or more competent persons is appointed to provide safety advice;
- b. Risks from fire, or from dangerous substances which could lead to a fire, are assessed and control measures commensurate with the general principles of control or the principles of control (dangerous substances) described in the FSP are implemented to either eliminate risk or to reduce residual risk to a tolerable level;
- c. Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of safety in the event of an emergency.
- d. Any aspect of school premises and any equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair;
- e. All members of the school community, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire;
- f. School buildings are designed in accordance with relevant standards
- g. Employees are properly consulted about policy, procedures and arrangements for ensuring fire safety;
- h. Employees are provided with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at the school.
- i. The school co-operates and co-ordinates , as necessary, with any other responsible persons as defined by the FSO;
- j. The school will liaise with relevant statutory authorities as required by the FSO and any other relevant statutory provisions.

7.4.4 Application

This fire safety policy applies to all premises and activities falling, to any extent, under the school's control. The policy sets down the framework by which the school and all the members of the school community will be expected to meet their fire safety duties.

7.4.5 Organisational Responsibilities

7.4.5.1 The King's School (Responsible Person)

- a. The school will ensure that adequate resources are made available to enable it to fulfil its duties under the FSO.
- b. The Governors have delegated day to day responsibility for the management of fire precautions and risk assessments via the Headmaster to the Deputy Head and Estates Manager.

7.4.5.2 Deputy Head

7.4.5.2.1 Overall responsibility for teaching staff and pupil fire safety, as affected by the curriculum and the teaching timetable.

7.4.5.2.2 To formulate, in conjunction with the Estates Manager, a policy and procedure for managing evacuations and incidents involving fire. This includes the appointment of wardens to ensure each area is evacuated.

7.4.5.2.3 To initiate, in conjunction with the Estate Manager, a termly no-notice fire drill and to satisfy himself that all teaching staff and pupils are well rehearsed in the actions required. A Fire Drill Record Book is to be maintained, recording all such drills. Fire drills may also be used or modified where emergency evacuation is needed in a non-fire emergency (i.e. security incidents or gas escape).

7.4.5.3 Estate Manager

7.4.5.3.1 Responsible for support staff fire safety, particularly those engaged in buildings and grounds maintenance, catering and associated support functions.

7.4.5.3.2 Responsible for equipment maintenance and the storage of related materials and supplies, especially where these may be inflammable.

7.4.5.3.3 Responsible for liaison with the Fire services, either in regard to inspections or reaction to incidents.

7.4.5.3.4 To liaise with architects/builders in respect of building design insofar as it affects fire safety and evacuation.

7.4.5.3.5 To initiate, analyse and act upon Fire Risk Assessments (see below).

7.4.5.3.6 Periodic servicing (as required) of fire detection and fire fighting equipment.

7.4.5.3.7 Periodic inspection and maintenance of the following equipment:

- a. Boilers.
- b. Electrical circuits, consumer units and related systems.
- c. Portable electrical equipment (where applicable).

7.4.5.4 Staff and Students

7.4.5.4.1 Staff and students have a responsibility to comply with the Fire Safety Policy

7.4.5.4.2 This will include, but not be limited to:

- a. Observing all instructions, information and training intended to secure fire safety;
- b. Co-operating with the school on matters of fire safety;
- c. Not interfering with any building fabric or equipment provided in connection with assuring fire safety;
- d. Report any obvious defects in the school fire safety arrangements or procedures

7.5 Risk Assessments

These shall be carried out as follows:

- 7.5.1 Regular Fire Safety checks. Ongoing checking measures by Estate Manager, Building Maintenance Officer and housekeeping staff.
- 7.5.2 Annual Fire Risk Assessment. By Estate Manager together with the Building Maintenance Officer. They are to cover the following key areas:

- To identify the potential sources of ignition/fire and how the fire, heat or smoke might develop.
- To identify all those who are at risk from such fire hazards.
- To evaluate if existing control measures are adequate to reduce the risk.
- To determine what additional measures are required, particularly in respect of:
 - a. Means of escape.
 - b. Means of detection and warning of fire.
 - c. Means of fighting the fire.
 - d. Planning, training and maintenance.
 - e. Signage and notices.

The Fire Risk assessment report is to be produced in a written format, based on a locally devised form.

7.6 Enforcement

The Governors, in exercising their responsibilities, are empowered to ban any activity or process that is a significant threat to fire safety. This power is also delegated to the Headmaster, Bursar, Deputy Head and Estate Manager. Likewise, the Chief Fire officer and the Health and Safety Executive also have the formal power to issue Improvement and Prohibition Notices and to bring prosecutions under the Act, including Corporate Manslaughter and Personal Liability. Chief Fire Officers may also be called upon to give goodwill advice.

7.7 Stress Management Policy

7.7.1 Introduction:

- 7.7.1.1 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
- 7.7.1.2 The Governors of The King's School are committed to providing a healthy and safe working environment for all staff and recognise that excessive levels of work-related stress are a potential cause of ill-health. This policy sets out what the Governors do to manage work-related stress.

7.7.2 Policy Statement:

- 7.7.2.1 It is the policy of the Governors of The King's School to take all reasonable and practicable steps to safeguard the health and safety of employees while at work. The Governors recognise that excessive levels of stress, especially if, endured for long periods can lead to ill health. Harmful levels of stress can arise as a result of factors both in the workplace and from employees' personal and family lives. While it has no control over external factors, The Governors' objectives are to:
 - a. Identify sources of harmful levels of stress and prevent, as far as is reasonable and practicable, employees being exposed to harmful levels of stress at work;
 - b. Enable managers, supervisors and individual employees to recognise, at an early stage, problems which might be related to harmful levels of stress;
 - c. Provide support for those who are suffering ill health due to work related stress and provide assistance to enable employees to recover their full potential as soon as possible.

7.7.2.2 The Governors of The King's School recognise that a policy on work related stress cannot sit in isolation. It must be supported by other School policies which address matters which might result in harmful levels of stress.

7.7.3 Definition:

7.7.3.1 *Work related stress is the body's reaction to an actual, or perceived, imbalance between the demands of a job and an individual's capabilities (or more simply, the reaction when an individual feels that he/she cannot cope with the demands of a job).*

7.7.3.2 It is the state of affairs that exists when the way in which a person attempts to manage problems taxes or exceeds his/her coping strategies.

7.7.3.3 Stress is the body's natural reaction to a challenge. It is a survival mechanism, warning of danger and is essential as a stimulant to activity to overcome that danger. Only if stress is excessive and is endured for long periods can it sometimes lead to physical and mental ill health.

7.7.4 Signs of Stress:

7.7.4.1 Symptoms of stress may be physical, for example:

- altered appetite
- changes in weight
- headache
- backache
- skin rashes
- general tiredness
- difficulty in sleeping.

7.7.4.2 Stress may also manifest itself in:

- anxiety
- depression
- indecision
- uncharacteristic irritability or impatience
- an inability to concentrate or remember

7.7.5 Causes of Work-Related Stress:

7.7.5.1 The Health and Safety Executive has developed six Management Standards to help assess and tackle the main causes of stress. The King's School commits to using these HSE Management Standards in any investigation into the causes of stress. The standards focus on six aspects of work as follows:

- i. Demands – Includes issues like workload, work pattern and the work environment
- ii. Control – How much say the person has in the way they do their work
- iii. Support – Includes the encouragement and resources provided by the organisation, line management and colleagues.
- iv. Relationships – Includes promoting positive working to avoid conflict and dealing with unacceptable behaviour
- v. Role – Whether people understand their role within the organisation and whether the organisation ensures that the person does not have conflicting roles
- vi. Change – How organisation change (large or small) is managed and communicated in the organisation

7.7.5.2 External factors, for example difficulties in an employee's personal life, can also make it difficult for an individual to cope with the demands of their job.

7.7.5.3 The King's School will use the Management Standards to help identify sources of harmful levels of stress at work and these are incorporated into the occupational stress risk assessment.

7.7.6 Responsibilities:

7.7.6.1 For all members of staff in management/supervisory role:

- i. Conduct and implement recommendations of risk assessments within their areas of responsibility.
- ii. Ensure good communication between management and staff particularly where there are organisational and procedural changes
- iii. Ensure staff are trained to carry out their duties.
- iv. Ensure staff are provided with meaningful developmental opportunities
- v. Monitor workloads to ensure, as far as possible, that staff are not overworked.
- vi. Attend training as requested in good management practice and health and safety.
- vii. Ensure that bullying and harassment is not tolerated within their area of responsibility
- viii. Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

7.7.6.2 All members of staff:

- i. Raise issues of concern with their line manager
- ii. Take reasonable care of their own health and consider seeking medical advice when necessary.

7.7.7 Reference:

Occupational Stress Risk Assessment documentation