

Health and Safety Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Coordinator	Nominated Director	Chair of Board of Directors
HEALTH & SAFETY OFFICER	DIRECTOR OF COLLEGE SERVICES	NIGEL PAMPLIN

We believe this policy relates to the following legislation:

- [Health and Safety at Work Act 1974](#)
- [Safety Representatives and Safety Committees Regulations 1977](#)
- [Health and Safety \(Consultation with Employees\) Regulations 1996](#)
- [The Education \(Independent School Standards\) \(England\) Regulations 2014](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Education \(School Premises\) Regulations 1999](#)
- [School Premises \(England\) Regulations 2012](#)
- [Regulatory Reform \(Fire Safety\) Order 2005](#)

The following documentation/web content is also related to this policy:

- [Managing for Health and Safety \(HSE\)](#)
- [Health and safety: advice for schools \(DfE\)](#)
- [Health and Safety Executive – advice for schools \(HSE\)](#)
- [The health and safety toolbox: How to control risks at work](#)
- [Advice on standards for school premises For local authorities, proprietors, school leaders, school staff and governing bodies \(DfE\)](#)
- [Risk Assessment: A Brief Guide to Controlling Risks in the Workplace \(HSE\)](#)
- [Boarding Schools: National Minimum Standards](#)

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school and residential accommodation premises and during school-sponsored activities), equipment and systems of work for all our students, school and residential accommodation personnel and visitors to the school and residential accommodation.

We also realise we have a statutory duty of care to students and school personnel by ensuring that all predictable risks have been identified and risk assessed for all curriculum activities such as art, design and technology, ICT, music, physical education and science.

We are aware that we may be legally liable if negligence is established against the school if a student, staff member or visitor is injured. Therefore, we must ensure that control measures have been put in place for all identified risks.

We believe we can help prevent accidents and provide a safe and healthy working and learning environment only if everyone works together to adopt and use safe systems of work and identified good practices of health and safety. Everyone has a duty to take care of their own safety and that of others while on the school and residential accommodation premises or during school-sponsored activities.

We believe the maintenance of a healthy and safe school is the shared responsibility of everyone in the school community.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To establish a safe and healthy working and learning environment for all students, school and residential accommodation personnel and visitors.
- To ensure that all predictable risks have been identified and risk assessed for curriculum activities such as art, design and technology, ICT, music, physical education and science.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems within the school and residential accommodation.
- To provide training and updated information.

Responsibility for the Policy and Procedure

Role of the Board of Directors

The Board of Directors:

- is responsible for the health, safety and welfare of its employees, students and visitors to the school and residential accommodation premises;
- has delegated the day to day management of Health and Safety to the Principal;
- has appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Principal to ensure all school and residential accommodation personnel and stakeholders are aware of and comply with this policy;
- has the duty of establishing appropriate committees in which to consult on health and safety matters;
- will ensure arrangements are in place for the school operating effectively;
- engaging the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- will ensure effective monitoring is carried out to evaluate the health and safety performance of the school and residential accommodation by involvement and evaluation of inspection reports from the Principal and Safety Representatives.
- will have responsibility for ensuring that the school and residential accommodation complies with all equalities legislation;
- has responsibility for ensuring this policy and all policies are maintained and updated regularly;
- has responsibility for ensuring all policies are made available to parents;
- has nominated the Director of College Services to visit the school and residential accommodation regularly to liaise with the Principal, the Health and Safety Officer and Site Manager, and to report back to the Board of Directors;
- the responsibility of annually reviewing this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The Principal will:

- be responsible for the implementation of the school and residential accommodation safety policy and developing a culture of safety throughout the school and residential accommodation;
- be aware of and will keep up to date with all health and safety legislation;
- periodically meet with the Premises, Health, Safety and Security Sub-committee;
- ensure that all school and residential accommodation personnel fulfil their duties to co-operate with the policy;
- work closely with the Director of College Services and the Health and Safety Officer and Site Manager;
- provide leadership and vision in respect of equality;
- oversee the undertaking of risk assessments annually with the Health and Safety Officer and Site Manager;
- ensure daily/weekly (where appropriate) inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all equipment, apparatus, tools and machinery are serviced and maintained by suitably qualified contractors;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- have in place an emergency plan to cover any major incident;
- ensure the following is in place:
 - fire precautions and an emergency evacuation plan in the event of fire



- procedures for first aid provision
 - procedures for the control of substances hazardous to health
 - an electrical maintenance plan
 - an annual plan for Portable Appliance Testing
 - procedures to deal with asbestos and Legionella
- ensure that new school and residential accommodation personnel will undertake appropriate induction training;
 - ensure that established school and residential accommodation personnel receive training when required;
 - ensure an annual health and safety audit is undertaken;
 - include a health and safety report in his/her termly report to the Board of Directors;
 - annually report to the Board of Directors on the success and development of this policy

Site Manager

The Site Manager will:

- comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- conduct regular health and safety surveys with the Principal and Safety Representative;
- assist with the compilation of risk assessments;
- ensure daily/weekly (where appropriate) inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery;
- ensure all electrical equipment, physical education apparatus and equipment, tools and machinery are serviced and maintained by suitably qualified contractors where necessary;
- ensure all maintenance records are kept up to date and readily available for any health and safety inspections;
- ensure all chemicals and hazardous substances are clearly labelled, stored and disposed under the correct COSHH guidelines;
- ensure the water system is well maintained in order to prevent Legionnaire's disease;
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
- report immediately and defects or hazards;
- ensure that all new equipment is supplied with the appropriate documentation;
- test the fire alarm system each week;
- maintain a record of hazardous substances used for cleaning and similar purposes

Role of the Health and Safety Officer

The Health and Safety Officer will:

- carry out regular inspections of premises and school activities;
- oversee the carrying out of risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school and residential accommodation personnel;
- lead the development of this policy throughout the school and residential accommodation;
- work closely with the Principal, Site Manager and the Director of College Services;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Board of Directors on the success and development of this policy

Role of the Health and Safety Committee and Inspection Team

Each college will have in place a Health and Safety Committee and Inspection Team, who will:

- consist of the Principal, Health and Safety Officer, Site Manager, Educational Visit Coordinator and Residential Accommodation Manager;
- meet every term to discuss all health and safety matters.

The Health and Safety Committee and Inspection team will ensure that:

- inspections are undertaken as and when necessary;
- each area of the school and residential accommodation is inspected on a rolling programme;
- all defects are recorded and repair work planned;



- all defects are reported to the Board of Directors, where necessary/major

All members of the Health and Safety Inspection Team will undertake periodic training in order to undertake their role effectively.

The Content of Health and Safety Inspections

The Health and Safety Inspection team will inspect:

- the general condition of the school building(s) and grounds, including residential accommodation;
- all entrances, exits;
- fire safety precautions;
- electrical equipment and electrical power points;
- heating, lighting and ventilation;
- all glazed areas;
- floor surfaces;
- toilets and showers;
- storage of equipment;
- storage of hazardous substances;
- PE equipment and other specialist equipment;
- standards of cleaning.

Record Keeping

All inspections will be recorded and reported to the Board of Directors periodically.

Role of School Personnel

School and residential accommodation personnel will:

- carry out their duties in accordance with the Health and Safety Policy;
- take reasonable care of themselves and others whilst at work;
- ensure students:
 - wear appropriate clothing in art and D&T lessons;
 - tie their hair back when undertaking art, D&T and science lessons
 - wear appropriate clothing and footwear in PE and on school trips or activities;
 - do not wear jewellery or watches during PE or swimming;
 - wear sun protection when taking part in summer PE field activities;
 - consume sufficient water to prevent dehydration during PE activities;
 - wash their hands before and after handling food;
 - tie their hair back when handling food;
 - students are not affected by loud music;
- co-operate with the Principal and others in school to comply with legislation;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Officer
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of the Director of College Services

The Director of College Services will:

- work closely with the Principal and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school and residential accommodation is aware of this policy;
- report to the Board of Directors every term;
- annually report to the Board of Directors on the success and development of this policy



Role of Students

Students are expected to:

- follow the safety rules of the school and residential accommodation and in particular the instructions of staff given in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene
- treat others, their work and equipment with respect;
- liaise with the school council;
- take part in questionnaires and surveys

Role of Parents/Carers

Parents are expected to:

- support the school in any health and safety matters;
- be aware of and comply with this policy;

Visitors and People Working on Site

Visitors are expected to:

- take reasonable care of themselves and others while on the school and residential accommodation premises;
- co-operate with the safety rules and procedures of the school and residential accommodation;
- ensure compliance with risk management when working on the premises;
- report defects or damage to equipment;
- report all accidents and incidents

Risk Assessments / Safe Operating Systems

- We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety.
- Risk Assessment is something we all do every day and most activities have some form of risk attached to them.
- The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:
 - Preparing and implementing safe working practices
 - Monitoring, inspecting and reporting regularly
 - Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.
- We are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence.
- All of us have a legal responsibility for the safety of our colleagues.

Training

All school and residential accommodation personnel:

- have equal chances of training, career development and promotion
- receive training and/or information on induction which specifically covers:
 - Details of this policy
 - Fire Safety, first aid and emergency procedures
 - Health and Safety in the Curriculum
 - Manual Handling
 - Physical Restraint
 - Security
 - Slips, Trips and Falls
- receive periodic training so that they are kept up to date with new information



Health and Safety Risk Assessments

We have in place risk assessments to cover the following areas (see also Kings Risk Management Policy and Premises Manager Policy):

- Accidents and Emergencies
- Asbestos
- COSHH
- Crisis Management (Critical Incidents)
- Display Screen Equipment
- E-Safety (ICT Internet)
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- General Premises
- Hygiene
- Legionella management
- Manual Handling
- Medical Conditions and Communicable Diseases
- New and Expectant Mothers at Work
- PE Safety Guidelines
- Physical Restraint
- School Trips and Activities
- Security and Intruders
- Slips, Trips and Falls
- Student Access to hazards and hazardous areas
- Student Welfare
- Visitors and Contractors
- Working at Height
- Workplace Environment

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Student Handbook
- the school website
- the Staff Handbook
- meetings with school and residential accommodation personnel
- information displays around school and residential accommodation

Student Consultation

We wish to consult our students and to hear their views and opinions as we acknowledge and support [Article 12 of the United Nations Convention on the Rights of the Child](#) that children should be encouraged to form and to express their views.

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Forum/ Student Council (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or and social issues)
- Open Class discussion (on a variety of matters relating to the school and/or and social issues)
- Suggestion Box (allowing anonymity if desired)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.

A separate policy exists for student consultation which explains these processes in more detail.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal and the Director of College Services.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Board of Directors for further discussion and endorsement. (See Policy Evaluation)



Linked Policies

- Kings Health and Safety Policy
- Kings Hygiene Policy
- Kings First Aid Policy
- Kings School Security and Intruders Policy
- Kings Visitors and Contractors Policy
- Kings Premises Manager Policy
- Kings Safeguarding Policy
- Kings Child Protection Policy
- Kings E-Safety Policy
- Kings Behaviour and Discipline Policy
- Kings School Trips and Activities Policy
- Kings Sickness and Medicines Policy

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Students	School Personnel	Parents/ carers	Directors	School Visitors	Wider School Community		
		✓	✓			✓			
Question	Protected Characteristics							Conclusion	
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'
YES									Yes No
NO	✓	✓	✓	✓	✓	✓	✓	✓	✓
UNSURE									
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'
YES	✓	✓	✓	✓	✓	✓	✓	✓	Yes No
NO									✓
UNSURE									
Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.								



Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

Date of Last Review:	
Date of Next Review:	
Is this policy being implemented fully, with all outlined procedures followed as prescribed?	YES/NO
If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...	
How are staff made aware of this policy?	
Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?	
Monitoring the Effectiveness of the Policy	
The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.	
Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...	



Coordinator:		Date:	
Principal:		Date:	
Chair of Board of Directors:	<i>Nigel Smith</i>	Date:	01/01/2015
Name of School:			
Next Review Date:			

