

The King's School, Worcester

Health and Safety General Policy

Purpose

The King's School Foundation attaches the utmost importance to the safety, health and welfare of its pupils, employees and visitors to the school including parents and contractors. The School complies with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations made under the Act. The Governors bear ultimate responsibility for health and safety and will make sufficient financial provision available to support this policy. Day-to-day responsibilities are delegated to the Headmaster and Bursar to ensure that good practice is implemented. There is a Governor's representative on the board for health and safety matters.

Objectives

The School will, so far as is reasonably practicable, adopt good safety practices. These will include:

- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work
- the provisions of adequate information, instruction, training and supervision for employees including temporary employees and contractors
- ensuring the safety of pupils, employees, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities
- the safe use, storage, handling and transport of materials and substances
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work

Outcome

- The minimisation of risks in the workplace by careful selection and design of facilities, equipment and processes together with the effective control measures and training for employees
- To improve the level of hazard reporting and thereby reduce the level of incidents

Implementation

The Executive, Senior Leadership Teams and Heads of Department collectively referred to as management will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work.

The management will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. It will

provide the necessary safety devices and protective clothing; provided that a safer working environment cannot be achieved by any other means.

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee. Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owed a duty of care, namely people who may come into contact with their work, pupils, parents, visitors etc. To achieve this, employees must:

- Obey all the safety rules and procedures including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their department head or Bursar all hazards, potential hazards, defects in equipment and any shortcomings in the school work systems or procedures.

Employees should not be in any doubt that the School will apply disciplinary procedures to any employee who is in breach of the School's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operation, and for those who may become involved in them.

Monitoring

The School Governors have overall responsibility for the implementation of the policy. Day to day responsibility is delegated to the Headmaster and Bursar. The two junior school Heads, Senior Leadership Teams and Heads of Department monitor good practice within their specific areas of responsibility.

In order to achieve the aims and objectives of the Health and Safety Policy issues will be brought regularly to the attention of the Health and Safety Adviser, Health and Safety Working Group and Health and Safety Committee, Senior Leadership Team's, Executive and Governors.

Evaluation

This policy will be reviewed annually by the Bursar. In conducting the policy review due regard will be given to the following:

Planning – The school will consider the risk to safety including:

- Dealing with physical, chemical and biological hazards, such as machinery and plant safety, ventilation systems, gas appliances, glazing, chemical safety, Risk Assessments, COSHH, asbestos, water quality, and the use of radioactive material (see Risk Assessment Policy)
- Emergency Plan
- Selection and management of Contractors

- Working at height, manual handling
- Fire safety, first aid/medical needs (see Fire, First Aid and Medical Policies)
- Recording and reporting accidents including RIDDOR
- Vehicle movements within the school grounds
- Workplace arrangements and prevention of slips, trips and falls
- School trips (see Educational Visits Policy)
- Centres licensed by the Adventure Activity Licensing Authority
- Work experience arrangements
- Violence to staff (See Behaviour Management Policy)
- School security
- Stress management and occupational health provision
- Letting of premises to outside bodies
- Pupils with special needs i.e. manual handling, vision impairment
- Any other site specific issue e.g. swimming pool

Organisation – A review of the School’s organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control – Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards

Communication – All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report made each term for Governors. There will be promulgation of health and safety via Firefly, which also includes supporting procedures and risk assessments. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

Review

This policy will be reviewed by the Bursar every three years or at more frequent intervals if there are relevant legislative changes, and/or the evaluation of the policy highlights the need for a review.

Version	Date	Author	Position
1 approved by Governors	17/03/2017	H L Jackson	Bursar
2	26/06/2018	H L Jackson	Bursar
3	18/08/2020	H L Jackson	Bursar