



Health & Safety Policy Part 2: Organisation



Scope

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 (“Board”)

The Board has overall collective responsibility for health and safety within the Foundation. It has a responsibility to ensure that health and safety issues are considered and addressed, and that the Policy is implemented throughout the Foundation. It 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 the Foundation and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Headmaster of the Foundation to account in respect of the requirements set out in this policy.

2. Headmaster of the Foundation

The Headmaster of the Foundation 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 the Foundation. The Headmaster of the Foundation (or Director of Operations on their behalf) report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

3. Director of Operations

The Director of Operations will have delegated, by the Headmaster of the Foundation, the day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training with regards to H&S
- The appointment of competent contractors
- Foundation risk assessments

The Director of Operations will also act as the School Safety Co-ordinator, whose duties will include:

- Advising the Headmaster of the Foundation and Prep School Heads on maintenance requirements
- Maintaining a record of accidents and near misses and reporting notifiable accidents to the Health & Safety Executive
- Keeping statistics and preparing summary reports for the School Health and Safety committee

- Co-ordinating advice from specialist safety advisors and producing associated action plans
- Monitoring health and safety within the Foundation and raising concerns with the Headmaster of the Foundation
- Compliance with the Construction (Design and Management) Regulations
- Chairing the School's Health and Safety working Group
- Investigating accidents and incidents and recording the same.

4. Deputy Head Staff and Co-Curricular

While the Director of Operations has day to day management responsibility, delegated from the Headmaster of the Foundation, for ensuring that arrangements are in place for the various elements of health and safety defined in paragraph 3 above; the Deputy Head Staff and Co-Curricular has responsibility for ensuring that the arrangements are being adopted by teaching staff. This is achieved through exercising oversight through the Heads of Departments (Teaching).

5. Directors and Heads of Department (Teaching)

The Heads of Department (Teaching) 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 using CLEAPS model) – HOD of each Science
- Sports activities – Foundation Director of PE
- Drama (inc. Theatre) – Theatre Manager
- Art (including harmful substances and flammable materials) – Head of Art
- Music – Director of Music
- Design & Technology – Head of Design & Technology
- Outdoor lessons – all qualified staff
- Trips and visits – Senior Deputy Head

The Heads of Departments (Teaching) will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

6. Estates Manager

The Estates manager will have delegated, by the Director of Operations, the responsibility to ensure as reasonably practicable, the planning and implementation of the following:

- Risk assessments for all activity across the Estates Department
- Programming and recording of testing arrangements, including fire, electrical, gas, equipment, water quality, asbestos, lifting equipment and tree surveys
- Building security (inc. CCTV)
- Supervision of maintenance activities on site ensuring that appropriate risk assessments have been conducted and are updated as required (especially Hot Works)
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Site traffic movement
- Maintenance of School vehicles (delegated to the Transport Supervisor for day-to-day activity)
- Good standards of housekeeping, including drains, gutters etc.

- Control of hazardous substances for all maintenance activities
- Management of housekeeping contract at King's Hawford
- Where appropriate, ensuring that Construction (Design & Management) (CDM) Regulations 2015 are followed for major projects within the School.
- Ensuring through the respective HODs that specialist equipment is serviced (DT, PE – Gym, Climbing Wall, Boathouse, and LOLER)

7. SODEXO Catering and Cleaning General Manager

The Catering and Cleaning GM manager will assist the Director of Operations with the implementation of the following:

- Supervision of all housekeeping and catering activities on site ensuring that appropriate risk assessments have been conducted and are updated as required
- Maintaining good standards of housekeeping, environmental health and fire protection
- Programming and recording of testing arrangements, including fire, electrical, gas, equipment, water quality, asbestos, food hygiene.
- Control of hazardous substances for housekeeping and catering activities
- Early identification of potential hazards

8. Health Centre and Nursing Staff

All Nursing Staff are responsible for:

- Maintaining defibrillators across the Foundation sites
- Recording accidents in Smartlog
- Inform parents of any medical issues as required
- Checking that all first aid boxes and eye wash stations are replenished and in date.

9. External Health and Safety Advisors

The Director of Operations or Estates Manager will arrange as appropriate for external consultants to advise on matters of health and safety within the Foundation. Such provision may include:

- Structural surveyors retained to give advice on the external fabric of the schools' (two yearly or earlier if required)
- Engineers to monitor and service the Foundation's plant, equipment, including boilers, lifts and hoists annually
- Gym and fitness equipment and machinery used in both Design and Technology and in the maintenance department are serviced annually
- The Foundation's adherence to health and safety in Catering and Cleaning is subject to external inspection by the Environmental Health Department. In addition, the Catering Manager through SODEXO arranges for:
 - an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings
 - an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year
 - professional advice from a dietician on healthier food, menu planning and special diets as needed
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year.
 - appropriate pest control measures to be in place.

- The Foundation has a suitable and sufficient fire risk assessment for each of its sites which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested annually by a qualified contractor as part of a rolling programme.
- The Foundation has a suitable and sufficient risk assessments for legionella. A monthly temperature testing regime is in place, and a weekly flushing of infrequently used outlets as identified by risk assessment
- The Foundation maintains an asbestos register and the Estates Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. They are also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The Foundation's radiation protection supervisor (RPS), is responsible for liaison with the radiation protection advisor for ensuring compliance with the Ionising Radiation Regulations 2017 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.
- 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 BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A competent Principal Designer, Principal Contractor / Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

10. School Health and Safety Working Group

The School Health & Safety Working Group will meet termly or more frequently as required and will be chaired by the Director of Operations.

11. School Health and Safety Committee

The Governor who is responsible for overseeing health and safety will chair these meetings and report any findings to the Board.

12. Staff

The co-operation of all staff is essential to the success of the Policy. The Foundation insists that staff must notify their line manager of any hazards to health and safety which they notice, and of any suggestion they wish to make regarding health and safety.

Staff must:

- Adhere to the King's School, Worcester Foundation Health and Safety Policy
- Fulfil their responsibilities defined in this document (namely Part 2 (Organisation) of the King's School, Worcester Foundation Health & Safety Policy)
- Follow the procedures (including risk assessments) issued by the Foundation
- Take reasonable care for the health and safety of themselves, those in their care and others who may be affected
- Follow requirements imposed on the Foundation 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 line 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.

Authorised by	Resolution of the Governors
Signature	
Date	10 December 2021
Effective date of the Policy	10 December 2021
Review date	30 September 2022
Circulation	Members of Governors/ all staff / parents / pupils [on request]

Appendix 1 – Health & Safety Working Group

Aims

1. Reporting to the Foundation Board's Health and Safety Committee, the aims of the Health & Safety Working Group (the Working Group) are to:
 - a. establish and maintain high standards of health and safety in keeping with legal requirements and with the King's School, Worcester Foundation Safety, Health, Environmental Protection and Fire (SHEF) and Fire Safety policies, as appropriate
 - b. set and monitor performance targets for health and safety, where it is considered that these are necessary
 - c. promote co-operation amongst all staff in instigating, developing and monitoring appropriate control measures so as to ensure the health, safety and welfare at work of all employees and non-employees and
 - d. communicate to the relevant senior manager any points of importance or where an executive decision may need to be made at a higher level.
2. The Working Group will meet these objectives by:
 - a. regular examination of the effectiveness of the Safety, Health, Environmental Protection and Fire (SHEF) policies and their associated arrangements
 - b. the examination of risk control measures
 - c. the examination of accident and incident reports and related statistics
 - d. forwarding ideas that may be included in a training programme on health and safety topics
 - e. assessing the effectiveness of all health and safety training delivered to staff
 - f. the promotion of health and safety awareness amongst staff, pupils and visitors to the site
 - g. making recommendations for implementation either in practice or for inclusion in the policies, and
 - h. considering reports by the relevant manager or from external consultants.

Membership

3. The Working Group consists of the following members:
 - a. A Chairman (normally Director of Operations)
 - b. A Secretary to take the minutes (PA)
 - c. Foundation representatives from Teaching Staff, Admin, Technicians, Health Centre, Sports Centre, Estates, House Staff, IT, Prep, PE, Art, Expressive Arts and Design and Technology.
4. At the invitation of the Chairman, other members of staff, appropriate specialist consultants, pupils, and members of Council may, from time to time, attend meetings the Committee in advisory or in "attendance only" roles.
5. The Working Group will, in its membership and so far as is practicable, attempt to achieve a broad spread of representation of staff interests. The Working Group may co-opt additional members for specific purposes or periods of time. In the event that an individual member is unable to attend, a named representative may attend by prior agreement with the Chairman.

6. Members of the Working Group should see themselves as employee representatives with special interest, knowledge and skills, with the common objective of promoting and maintaining high standards in health, safety and welfare at work. They should monitor the effectiveness of the measures taken by The King's School, Worcester Foundation and should recommend improvements. Individual managers remain accountable through normal channels for implementing all actions required by the SHEF Policy and for safe working practices. The legal status of Committee members is that, without prejudice to HASAWA, membership does not impose any additional legal duty on a member.
7. The Working Group Chairman is responsible for ensuring that any relevant reports, recommendations and views are presented to the SLT and Board as required.

Meetings

8. The Working Group will meet at least once per term. An agenda will be circulated at least one week before the date of the meeting. Items for inclusion on the agenda may be submitted by any member of the committee who may then speak on the matter but, other than matters of emergency, they must be notified to the Secretary two working days before the meeting. The Working Group will primarily concern itself with the effective operation of the SHEF and Fire Safety policies, systems and procedures and will not become involved in discussing solutions to local or day-to-day safety issues that should be resolved through normal managerial or administrative channels. The resolution of local safety issues should not be deferred until the next scheduled meeting.
9. The recommendations of the Working Group will be directed to the relevant manager for action in the first instance.
10. The minutes of the most recent meeting of the Working Group are displayed on the Health and Safety Noticeboards and in the relevant section of Teams; they may also be made available to inspectors and are briefed to the Board Health and Safety Committee.