Health & Safety Policy Part 1: General Statement

1. General Statement

As Governors of The King's School, Worcester Foundation we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents/guardians) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors of The King's School, Worcester Foundation by appointing a Health and Safety Governor with responsibility for overseeing health and safety as part of their specific general responsibilities (as laid out in the Health and Safety Governor Role Description).

Day-to-day responsibility for the operation of health and safety at the Foundation is vested with the Head of Foundation. However, as Governors, we have specified that that the Foundation should adopt the following framework for managing health and safety:

- the Health and Safety Governor receives the minutes from the Health and Safety Working Group and copies of all relevant paperwork
- a report on health and safety covering statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Compliance Committee meeting
- a report from the Health and Safety Governor is tabled at each meeting of the Full Governing Board together with any other issues on health and safety that the H&S Governor wishes to bring to the Board's attention
- the external fabric of the Foundation, its plant, equipment, and systems of work are surveyed and inspected as mandated, by competent professionals. Any resulting reports are considered by the Health and Safety Working Group and its recommendations (together with other defects) are fed into the Foundation's routine maintenance programmes
- The Foundation's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, Thomas Franks conducts its own hygiene and safety audit of food storage, meal preparation and food serving areas three times a year. The Estates Manager arranges regular external deep cleaning and pest control services
- the Foundation has fire risk assessments, carried out by a competent person, which are reviewed every year for progress on completion of items in the action plan. These risk assessments are updated every three years, or more frequently if significant changes are made to the buildings or new buildings are acquired or added. The Estates Manager should review these risk assessments every time they are amended and then submit a report to the Health and Safety Governor
- an external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the Foundation, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Health and Safety Governor
- the Foundation has a competent person to undertake a risk assessment for legionella, every two years and a monthly water sampling and testing regime is in place; and

- the Foundation has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of staff whose role requires it.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Heads, Deputy Heads, and other members of the Foundation Leadership Team's (FLT) in order to enable the Governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Director of Operations.

All employees are briefed on the Foundation's Health & Safety Policy and copies of this statement can be obtained on the Foundation's website and Employment Handbook. They will be advised as and when these are reviewed, added to, or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of the Health and Safety policy document.

2. Review

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

3. Version Control

Version No	Date	Summary of changes	Reviewed by
1	04/10/2024	Updated to reflect Governance change, namely the appointment of a new Health & Safety Governor and the retirement of the H&S Committee. Noting the H&S Governor will report to the Compliance Committee going forward.	Adam Winter, Director of Operations
2	01/10/2025	Addition of Version Control tracking.	Adam Winter, Director of Operations

4. Approval

The Governing Body will review and approve significant policy changes annually 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 No	Approval Date	Approval Confirmed by
1	28 June 2024	Pat Preston, Chair of Governors
2	12 December 2025	Pat Preston, Chair of Governors

5. Implementation and Awareness

This policy will be published on the Foundation's website and Firefly.

Version No	Implementation Date	Notification
1	01 July 2024	Update posted to the Foundation website. Staff notified of new version via the Summer Term Staff Newsletter.
2	16 December 2025	Update posted to the Foundation website.