Health & Safety Policy Part 2: Organisation

1. 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. This is a Foundation policy that also applies to EYFS settings.

2. 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 Head of Foundation to account in respect of the requirements set out in this policy.

3. Head of Foundation

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

4. Director of Operations

The Director of Operations will have delegated, by the Head of 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 including portable appliance testing
- gas safety
- water quality
- asbestos
- emergencies
- staff induction and training with regards to health and safety
- the appointment of competent contractors
- Foundation risk assessments as specified in the Risk Assessment Policy.

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

- advising the Head of 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 (HSE)
- keeping statistics and preparing summary reports for the Foundation Health and Safety Working Group and the Health and Safety Governor
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the Foundation and raising concerns with the Head of Foundation
- compliance with the Construction (Design and Management) (CDM) Regulations 2015
- chairing the Foundation's Health and Safety Working Group
- investigating accidents and incidents and recording the same.

5. Estates Manager

In accordance with appropriate policies the Estates Manager will have responsibility for ensuring 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 EICR and portable appliance testing, 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 Head of Departments (HoDs) that specialist equipment is serviced (for example DT, PE – Gym, Climbing Wall, Boathouse, and Lifting Operations and Lifting Equipment Regulations (LOLER)).

6. Senior Deputy Head

While the Director of Operations has day to day management responsibility, delegated from the Head of Foundation, for ensuring that arrangements are in place for the various elements of health and safety defined in the paragraph above; the Senior Deputy Head 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).

7. 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) – Head of Science
- sports activities – Foundation Director of Sport
- 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 – Prep School Heads and Head of Geography at the Senior School.

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. They should liaise with the School Nurse in respect of training for First Aid, and ensuring training is kept current.

8. Thomas Franks Catering Manager

The Catering Manager will assist the Director of Operations with the implementation of the following:

- supervision of all 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 catering activities
- early identification of potential hazards., and feedback through the Health and Safety Working Group.

9. Cleaning Manager

The Cleaning Manager will assist the Director of Operations with the implementation of the following:

- supervision of all housekeeping 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
- control of hazardous substances for housekeeping activities
- early identification of potential hazards.

10. Health Centre and Nursing Staff

All Nursing Staff are responsible for:

- maintaining defibrillators across the Foundation sites
- recording accidents in Smartlog
- informing parents/guardians of any medical issues as required
- termly check that all first aid boxes and eye wash stations are replenished and in date
- issue of first aid kit items to HoDs for replenishment as requested.

11. Transport Supervisor

The Transport Supervisor is responsible for:

- maintaining school vehicles including 10 week minibus checks, servicing, MoT and repairs
- daily and weekly vehicle checks
- provision of vehicle safety equipment
- driver training
- accident management
- identification assessment of transport risks.

12. External Health and Safety Advisors

The Director of Operations and 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 Thomas Franks 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 Foundation's fire risk assessments meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). The Estates Manager or external consultants will continually conduct risk assessments of all rooms, laboratories, corridors, stairs, sports buildings etc. The risk assessment is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added to. Periodically, fire risk assessments will be reviewed or re-written by external consultants
- 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. Heads of Department are responsible for briefing staff in their areas
- 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.

13. Foundation Health and Safety Working Group

The Foundation Health & Safety Working Group will meet termly or more frequently as required and will be chaired by the Director of Operations. Further details can be found in *Appendix 1*.

14. Health and Safety Governor

The Health and Safety Governor takes delegated responsibility for overseeing health and safety and will undertake their duties as laid out in the Health and Safety Governor Role Description. The Health and Safety Governor will report their findings to the Compliance Committee and the Board.

15. 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 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. Staff should regularly review their own DSE assessment in the event of changes to location or personal circumstances. 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
- raise H&S concerns or suggestions through line managers, the H&S Advisor, FLT, or their representative on the Health & Safety Working Group.

16. 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.

17. Version Control

Version No	Date	Summary of changes	Reviewed by
1	04/10/2024	• Updated throughout to reflect Governance change - new Health & Safety Governor and the retirement of the H&S Committee. The H&S Governor to report to Compliance Committee. • Updated External Health and Safety Advisors' section, the bullet point on Foundation fire risk assessments to reflect the Fire Risk Prevention policy – fire risk assessments reviewed every year by Estates Manager or external consultant • Appendix updated - the H&SWG report to FLT via DirOps (previously H&S Committee). • Updated references to electrical safety. • Updated terminology 'Foundation Head'. • Addition of Transport Supervisor responsibilities.	Adam Winter, Director of Operations
2	01/10/2025	• Section 7. Directors and HoDs (Teaching) updated to reflect new role of Head of Science. • 'Foundation Head' updated to 'Head of Foundation' throughout. • Addition of Version Control tracking.	Adam Winter, Director of Operations

18. 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	06 December 2024	Pat Preston, Chair of Governors
2	12 December 2025	Pat Preston, Chair of Governors

19. Implementation and Awareness

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

Version No	Implementation Date	Notification
1	07 December 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.

Appendix 1 - Health & Safety Working Group

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Aims

1. Reporting to the Foundation Leadership Team via the Director of Operations, 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 review of risk assessments as appropriate and examination of risk control measures
    c. the review of risk assessments as appropriate and 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 the Director of Operations)
    b. a Secretary to take the minutes (PA to the Director of Operations)
    c. Foundation representatives from Teaching Staff, Admin, Technicians, Health Centre, Sports Centre, Estates, Catering partner, House Staff, IT, Prep, PE, Art and Design and Technology.

4. At the invitation of the Chairman, other members of staff, appropriate specialist consultants, pupils, and members of the Local Authority may, from time to time, attend meetings 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 Policies and for safe working practices. The legal status of 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 FLT 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 Working Group 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 copied to the Health and Safety Governor.