

## KING EDWARD'S SCHOOL POLICY DOCUMENT

**Title: Health and Safety Policy**

Policy Category	H&S
Status	Approved
Approved by	Governing Board – December 2023
Current Author	PAVB
Last Updated/Revised	December 2023
Frequency of Review	Annual
Date of Next Review	December 2024
Application	Whole School
Responsibility	Bursar

## Table of Contents

PART 1: General Statement of Health & Safety.....	2
Part 2: HEALTH & SAFETY ORGANISATION AT KING EDWARD’S SCHOOL, Bath.....	4
Board of Governors (‘The Board’).....	4
Bursar .....	4
Estates & Facilities Manager.....	4
Heads of the Pre-prep and Junior Schools and Heads Of Departments at the Senior school and Managers of Support Departments.....	5
Catering Manager .....	6
Health & Wellbeing Centre.....	6
External Health and Safety Advisors.....	6
School Health and Safety Committee.....	7
Staff.....	8
Part 3 – Index of Health & Safety Related Guidance.....	10

## King Edward's School, Bath

### PART 1: General Statement of Health & Safety

As Governors of King Edward's School, Bath 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) 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 King Edward's School, Bath by appointing, a Governor with responsibility for overseeing health and safety.

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

The Governor overseeing health and safety attends the meetings of the School's Health and Safety Committee termly and receives 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 Health & Safety Committee.

The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the Committee Chair wishes to bring to the Board's attention.

The external fabric of the school, its plant, equipment, and systems of work are surveyed and inspected regularly by competent professionals. The findings from this are considered by the Estates & Premises Committee and its recommendations (together with other defects) form the basis of the School's routine maintenance programme.

The School'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, the Catering Manager arranges for regular deep cleaning and pest control services. The Catering Manager reports on all these aspects to the Health & Safety Committee.

The School 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, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health & Safety Committee should review this risk assessment every time it is

amended and submit a report to the Full Governing Body as part of its regular reporting to the Governors.

The School engages specialist external health and safety consultants to review specialist areas, including fire safety, asbestos, gas safety, fixed wiring condition etc. Reports and actions required are monitored by the Health & Safety Committee.

The School has a competent person undertake a risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.

The School maintains a register of all training delivered to staff. Where appropriate, health and safety training that is related to an individual member of staff's functions, will be provided in addition to the 'standard' induction training.

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 Headmaster, the Bursar and other members of the Whole School Management Team ("WSMT") 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 Bursar.

All employees are briefed on where copies of this statement can be obtained on the School's VLE/Website. They will be advised as and when it is 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 School's Health & Safety Policy.

Winifred Thomson, Chair of Governors, for and on behalf of the Board

1st December 2023

## Part 2: HEALTH & SAFETY ORGANISATION AT KING EDWARD'S SCHOOL, Bath

This part of the Health & Safety Policy deals with the organisation, planning, implementation, operational monitoring and management review of the School's Health & Safety Policy. Part One of the School's Health & Safety Policy is a General Statement from the Governors and Part Three provides a full index of Health & Safety related policies.

This document also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this document.

### Board of Governors ('The Board')

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

### Bursar

The Bursar will have day to day responsibility for controlling health and safety within the School. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Bursar will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They 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 School. The Bursar will also report to the Board on health and safety performance and will assist the Board in implementing changes in the Policy which the Board have approved. The Bursar will chair the School's Health and Safety Committee

### Estates & Facilities Manager

The Estates & Facilities Manager will have delegated responsibility from the Bursar for 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
- The appointment of competent contractors

The Estates & Facilities Manager will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Bursar on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training;
- monitoring health and safety within the School and raising concerns with the Bursar;
- compliance with the Construction (Design and Management) Regulations;
- Attending the School's Health and Safety Committee and acting as the Committee's Secretary;
- Investigating accidents and incidents and recording the same; and
- Reporting accidents, incidents, and incidences of confirmed occupational disease under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013

Through their line management of the Maintenance, Grounds, Cleaning and Porter Team, the Estates & Facilities Manager will also ensure the following:

- Building security;
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate);
- Registration and control of visitors and management of contractors;
- Site traffic movements;
- Maintenance of School vehicles;
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos;
- Good standards of housekeeping, including drains, gutters etc and
- Control of hazardous substances for grounds, cleaning and other maintenance activities.

#### **Heads of the Pre-prep and Junior Schools and Heads Of Departments at the Senior school and Managers of Support Departments**

These individuals 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) – Heads of Science in the Senior & Junior Schools
- Sports activities – Director of Sport
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art

- Music – Director of Music
- Design & Technology – Head of Design & Technology
- Off Site Activities – Deputy Head Pastoral
- Ammunition and firearms – Combined Cadet Force SSI

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

### **Catering Manager**

In addition to those responsibilities set out for all employees and Heads of Departments/Managers, the Catering Manager is responsible for:

- Ensuring that, so far as is reasonably practicable the School discharges its duties under the Food Hygiene (England) Regulations 2006;
- Identifying training needs of cleaning and catering employees to undertake their health and safety and food safety responsibilities, as required; and
- Undertaking sufficient training as is required to perform these duties.
- Manage all known and potential allergies as necessary to minimise the chance of allergic reactions caused by food made or served by the School's catering department.
- Arranging for all catering equipment to be serviced at the appropriate intervals.
- Ensuring that the appropriate pest control measures are in place.

### **Health & Wellbeing Centre**

The Lead Nurse & Wellbeing Coordinator will be responsible for:

- Maintaining a record of accidents and notifying the Estates & Facilities Manager of those which require reporting as notifiable accidents to the Health & Safety Executive;
- Keeping statistics and preparing summary reports for the School Health & Safety Committee;
- Escorting pupils to hospital (and informing their parents); and
- Checking that all first aid boxes and eye wash stations are replenished.

### **External Health and Safety Advisors**

The Estates & Facilities Manager will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school regularly;
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually;
- Gym and fitness equipment and design and machinery used in both design and technology and in the maintenance department are serviced annually;
- The School has a suitable and sufficient fire risk assessment 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 are tested annually by a qualified contractor.
  - The School has a suitable and sufficient risk assessment for legionella, every two years and a quarterly water sampling and testing regime in place.
  - The School maintains an asbestos register and the Estates & Facilities 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. The Estates & Facilities Manager is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
  - The School's radiation protection supervisor (RPS), The Head of Physics, is responsible for liaison with the radiation protection advisor of Bath & North East Somerset Council for ensuring compliance with the Ionising Radiations 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.
  - The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations all of which are RCD protected and meet the requirements of BS7671 IEE wiring regulations.
  - All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
  - 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.

### School Health and Safety Committee

- The Committee will meet once a term and will be chaired by the Bursar who is responsible for overseeing health and safety. The other members of the Committee will be:
  - Bursar
  - Governor with responsibility for Health and Safety
  - Estates & Facilities Manager, who also acts as Secretary
  - Second Master
  - Representatives from the Management Teams of the Junior & Pre-Prep Schools
  - Other attendees as required.

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the School;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;

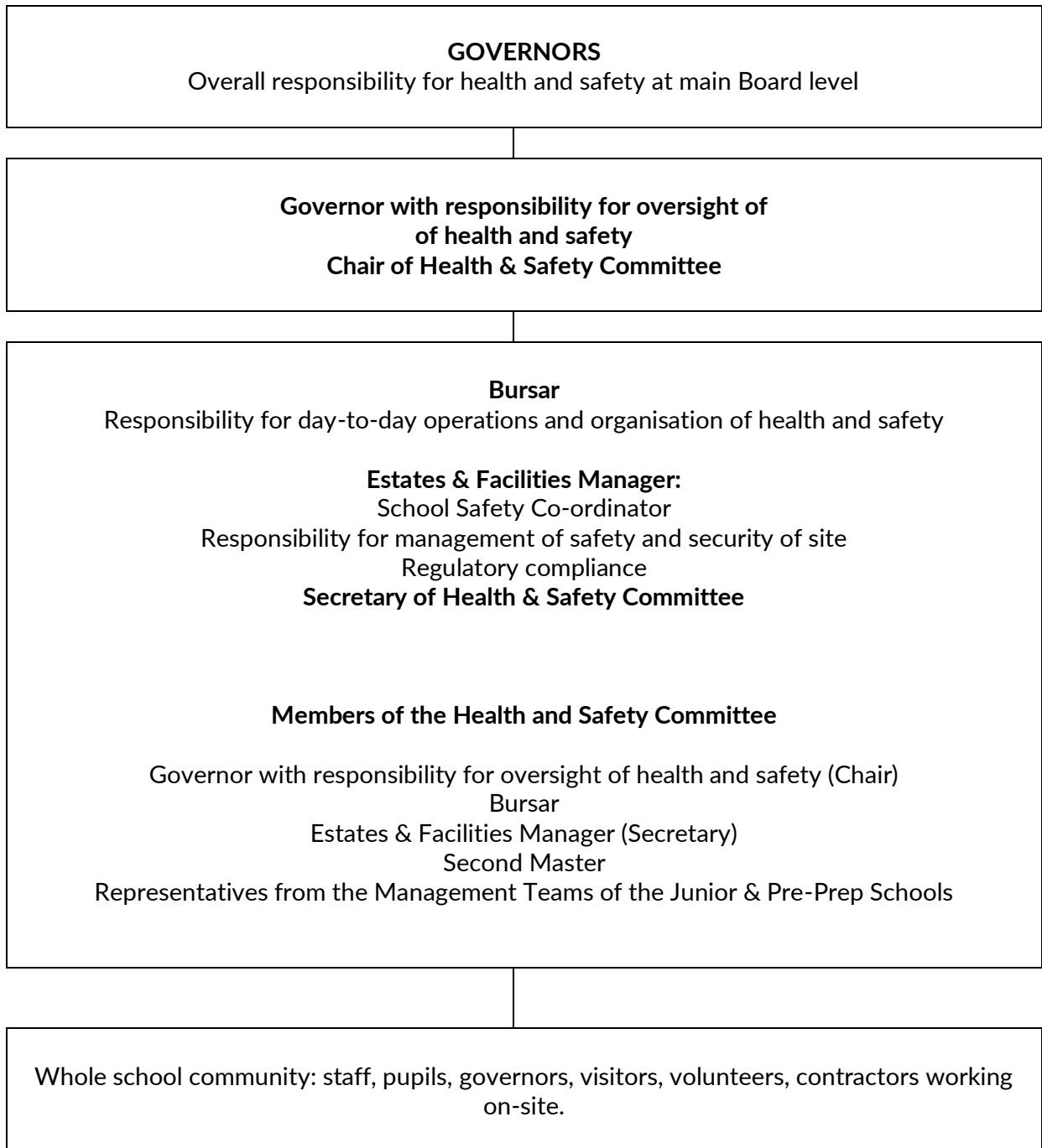


- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place; and
- encourage suggestions and reporting of defects by all members of staff.

## Staff

- The cooperation of all staff is essential to the success of the Policy and the School requests that staff should notify the Bursar of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-
- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the School 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 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; and
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY**



### Part 3 – Index of Health & Safety Related Guidance

The index below provides details of where additional information regarding specific aspects of Health & Safety are available. Please contact the Bursar if you are unsure where to access any of these policies or guidance. In addition, please also refer to Parts 1 & 2 of the School's Health & Safety Policy – Part 1 is a General Statement of Health & Safety Policy and Part 2 is the Organisation of the School's Health & Safety Management.

<b>Item</b>	<b>Additional Information (where required)</b>	<b>Location of guidance</b>
<b>Accessibility Plan</b>	Guidance to ensure the accessibility of education to pupils with special educational needs and/or disabilities	Please see the School's Accessibility Plan 2021-24
<b>Accident Reporting (RIDDOR)</b>	Requirements for recording accidents and reporting them to enforcing authorities	Accidents are to be reported to the Health & Wellbeing Centre – see Part 2 Section 8 above
<b>Administering Medication</b>	Process and restrictions on administering medication to pupils	Please contact the Health & Wellbeing Centre for guidance.
<b>Anti-bullying Policy</b>	Guidance on how to prevent and tackle bullying.	Please see the School's Anti-Bullying Policy – School Website
<b>Asbestos</b>	Requirements for managing asbestos within buildings, arranging for works and maintaining records	Please see the Estates & Facilities Manager and Part 2 Section 6 above
<b>Child Protection and staff behaviour policy</b>		See the School's Safeguarding Policy
<b>Competent Advice</b>	Requirement for health and safety advice from competent persons (internal and external)	Detailed in Parts 1 & 2 above. For further guidance, please contact the Bursar and Estates & Facilities Manager
<b>Control of Access, Security &amp; CCTV</b>		See Site Security and On-Site Vehicle Movements Guidance
<b>Construction Work (CDM)</b>	Guidance on the role of the Client under the Construction (Design and Management) Regulations covering all construction work	See Estates & Facilities Manager

<b>Contractor Management</b>	Guidance on the selection and appointment of any persons employed on contracting activities	See Estates & Facilities Manager
<b>Control of Substances Harmful to Health (COSHH)</b>	Requirements for the usage, storage and generation of hazardous substances	See the COSHH Policy
<b>Display Screen Equipment</b>	Guidance on usage of computer equipment, associated furniture/workplace needs and provision of eye tests	See the HR Manager and Display Screen Equipment Guidance
<b>Educational visits</b>	Guidance for each area on the process for assessing, approving and undertaking of educational visits	Please see the School's Off Site Activities Education Visits Policy
<b>Electrical Safety</b>	Guidance on usage maintenance of electrical systems and portable appliance testing	Please see Part 2 Section 6 above, In addition, for details of the regular PAT testing, please contact the Estates & Facilities Manager
<b>E-Safety</b>	Requirements for usage and monitoring of electronic based systems by pupils and staff	See the School's Safeguarding Policy
<b>First Aid</b>	Requirements for the provision and implementation of first aid for pupils and staff	See School First Aid Policy
<b>Fire safety, procedures and risk assessment</b>	Guidance on fire risk assessment requirements, the testing of fire protection systems and management of evacuations; also the keeping of records	Please see the School's Fire Risk Assessment & Prevention Policy and the School's Fire Policy and Safety Procedures.
<b>Gas Safety - including LPG</b>	Guidance on the storage, usage and maintenance of gas systems	See Part 2 Section 6 above
<b>General Workplace Safety</b>	Guidance on general requirements including lighting, temperature control, maintenance of workplace conditions and welfare activities	Where further guidance is required in addition to that detailed in Part 1 & Part 2, please contact the Estates & Facilities Manager
<b>Hot Works</b>	Process for controlling all hot work activities such as welding, brazing, etc	Please contact the Estates & Facilities Manager

<b>Lightning Protection</b>	Requirements for testing, maintenance and usage of contractors on lightning protection equipment	See Part 2 Section 6 above.
<b>Manual Handling</b>	Guidance on safe techniques and areas for consideration when undertaking manual handling	Manual Handling – training given on site staff induction. See Estates & Facilities Manager for info
<b>Minibus Use</b>	Guidance on the management and usage of vehicles including driver competence	Please see the School's Minibus Guidance
<b>New and Expectant Mothers</b>	Requirements for the notification, assessment and monitoring of new and expectant mothers	Please contact the HR Manager for further guidance.
<b>Occupational Health</b>	Guidance on the areas for consideration when assessing the needs of pupils and staff	Please see the HR Manager for further guidance.
<b>Pupil Supervision</b>	Requirements supervision ratios and appropriate conduct for staff	See the School's Pupil Supervision Policy
<b>Radon</b>	Guidance on the identification, access to information and control of exposure to radon	Please contact the Estates & Facilities Manager for further information
<b>Document Risk Assessment</b>	Process for identification of hazards, assessment of risk and implementation of control measures	Please see the School's Risk Assessment Policy
<b>Safety Training (including induction)</b>	Guidance on general training requirements and the need for record keeping	Please contact the HR Manager for further guidance.
<b>Security, workplace safety and lone working</b>		Please contact the HR Manager to discuss lone working and other related matters.
<b>Smoking</b>	Guidance on smoking within school premises	Smoking is not permitted on the School site
<b>Special Education Needs (SEN) and Learning Difficulties</b>	Guidance on areas for consideration when providing educational needs to pupils	Please see the School's SEND Policy

<b>Stress</b>	Guidance on the management of the workplace and activities to control stress	Please contact the HR Manager for further Guidance
<b>Sun Protection</b>	Guidance on protection of pupils and staff to UV exposure when undertaking outside activities	Contact the Health & Wellbeing Centre for Guidance
<b>Vehicles and on-site movements</b>	Guidance on the control of school premises when dealing with all vehicle/pedestrian movements	See Estates & Facilities Manager for Site Security and On-Site Vehicle Movements Guidance
<b>Vibrations</b>	Guidance on the assessment of vibration levels and their control	See the Bursar / Estates & Facilities Manager
<b>Water Quality (including Legionella)</b>	Requirements for the testing and maintenance of water systems, including the use of third parties for specialist activities	See Estates & Facilities Manager. Details are also provided in Part 2 Section 6 above.
<b>Working at Heights</b>	Requirements for deciding on the management of activities at height, including access arrangements	Contact Estates & Facilities Manager when guidance is required in this area.