



KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

HEALTH AND SAFETY POLICY

1. Health and Safety Statement

- a. Kingston Grammar School places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all the students, staff and visitors. To this end, the School will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages everyone to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others. This policy sets out the Board of Governors' commitment to ensuring, so far as is reasonably practicable, the health and safety of students, staff and visitors to the School.
- b. This policy requires the full cooperation of all staff in promoting and achieving a healthy environment in which to work. This policy clarifies the responsibilities of all within the School and it is important that staff, students and visitors to the School understand one another's duties, functions and responsibilities.
- c. The Director of Finance and Operations (DFO) is designated as the member of staff responsible for advising on compliance with the statutory Health and Safety Regulations.
- d. The School Governors bear ultimate responsibility to provide leadership in Health and Safety. The Governors, Head and Staff of the School accept and will meet their obligations under the Health and Safety at Work Act 1974 (the "Act"), regulations made under the Act and related approved codes of practice. They will make every effort, insofar as it is reasonably practicable, to provide a safe and healthy environment for all the staff, students and visitors, to ensure that all reasonable steps are taken to protect the health and safety of those who come into contact with the School's services and premises, as follows:
 - ensure that the School is a safe place to work, study and relax, including safe access to and from the premises;
 - ensure there is adequate information, instruction, training and supervision to enable all staff, students, contractors and visitors to avoid hazards;
 - ensure that plant, equipment and systems of work are safe;
 - ensure that there are safe arrangements for the operation, handling, storage, maintenance and transport of plant, equipment and substances;
 - ensure there are adequate welfare and first aid facilities for students, staff, contractors and visitors including those who hire or undertake leisure activities on the school premises;



- ensure that emergency hazard and evacuation plans are in place and that risk assessments including a fire assessment are prepared, circulated, actioned and reviewed to meet the changing needs of existing legislation and the School.
- e. The School has set up a Health and Safety Committee to enable staff to contribute to the development of measures aimed at promoting health and safety at work. Students may contribute via the School Forum or their Form Tutor.
- f. The School expects staff to contribute to safe behaviour, and to maintain a constant and continuing interest in the Health and Safety of students, other staff and visitors to the School, in particular by:
- acting responsibly and to do everything possible in the course of their employment with due care for the health and safety of themselves, other staff, students and the general public, and observing health and safety rules wherever applicable to them or to matters within their control;
 - adhering to procedures, agreed on their behalf, for securing safe working; in particular, by using protective clothing and equipment as provided.
 - reporting as appropriate, accidents that have led or may lead to injury, and cooperating in the investigation of accidents with the object of introducing measures to prevent reoccurrence.
- g. Employees should be aware that the School will apply disciplinary procedures to any member of staff 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 operations, and for those who become involved in them.
- h. This policy should be read in conjunction with the Risk Management and Assessment Policy.
- i. The Health and Safety Committee will review this policy annually or in the light of further regulations and other guidance received from the Health and Safety Executive. The policy will be reviewed and ratified by Governors on an annual basis.

Signed:

Mr Robert O'Dowd, Chair of Governors, for and on behalf of the Board



2. Management and Supervision

- a. All those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety. They must ensure that the tasks carried out by their department are performed with the utmost regard for health and safety of all involved. Those with a management or supervisory role will:
 - ensure that on commencement of employment, all new staff are fully familiar with health and safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, the Code of Safe Conduct included in this Policy and the location of the Medical Room and first aid kits;
 - provide adequate information, instruction, training and supervision to ensure the health and safety of employees and students;
 - ensure that all staff are familiar with the School's Health and Safety Policy;
 - co-operate with and participate in the investigation of all accidents and conduct assessments and inspections;
 - ensure the maintenance of good housekeeping standards;
 - review the safe operation of all work equipment;
 - within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the health and safety of employees;
 - check work methods, practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances;
- b. carry out Risk Assessments within their departments and maintain a record of their findings in accordance with the Risk Management and Assessment Policy.
- c. It is the responsibility of the DFO to organise regular Health and Safety inspections.

3. All Staff

- a. All staff have individual obligations as employees of the School. These obligations which came into effect under the terms of the Health and Safety at Work Act 1974 (the "Act") are detailed in this policy. These Staff obligations include:
 - making representations to the School on general matters affecting health, safety and welfare;
 - following up notifiable accidents, occurrences and diseases;
 - being vigilant on all issues relating to health, safety, welfare and security of all occupants of the site;
 - the supervision of students, ensure their safety and welfare in accordance with the School's Safeguarding Policy and Anti-Bullying Policy;
- b. The Act emphasises the view that to achieve the successful implementation of an adequate health and safety policy the staff's co-operation is essential. It is therefore important that



all staff have a clear point of reference to follow on health and safety matters. Any member of staff who would like further guidance on the contents of this Policy, who wishes to raise a concern or wishes to suggest an alternative course of action, may do so by contacting the DFO.

4. Health and Safety Committee

- a. The Head has overall responsibility for all matters relating to the safety of staff, students and visitors. The Head delegates responsibility and authority for safety matters in accordance with the arrangements detailed in this Health and Safety Policy document. The Head has delegated responsibility for the chairmanship of the Health and Safety Committee to the DFO. The Health and Safety Committee is responsible for co-ordinating the implementation of the School's Health and Safety Policy and makes recommendations on the Health and Safety Policy and advises the Head accordingly.
- b. The Head liaises with the DFO and appoints the Health and Safety Committee under the Safety Representatives and Safety Committee Regulations of 1978.
- c. Members of the Health and Safety Committee have no executive authority beyond that attached to their normal duties. However, the Committee will make recommendations as appropriate to the Head.
- d. The members of the Health and Safety Committee will:
 - consider legislation, reports and information in order to determine necessary action
 - keep a watch on the effectiveness of procedures, systems of work, training and communication
 - review health and safety audits, inspections and assessments.
- e. Members of the committee are listed at the end of this policy. The committee will meet at least once every term. The meetings are minuted and available to all staff and the Governors' Audit, Risk and Compliance Committee. An Annual Report on Health and Safety will be prepared for the Governing Body.

5. The Facilities Manager and Assistant Health & Safety Officer

- a. The Facilities Manager is responsible for the maintenance of safety records, accident investigations, assessments and inspections. The Facilities Manager is aided by the Assistant Health and Safety Officer who has responsibilities for fire, risk assessments and transport.
- b. The Facilities Manager manages the Premises Team and on-site contractors.
- c. The Facilities Manager is responsible for all boiler houses, plant rooms, mechanical, electrical, water and other piped services up to and including room outlets, including any tunnels or ducts through which services travel. They are responsible for any area of the School in which an outside contractor engaged on building or related work is working and for the regulations of such contractors, ensuring that any contractor is aware of their responsibilities to the School and its staff, under the Health and Safety at Work Act 1974, and the School Health and Safety Policy. The Facilities Manager is responsible for informing

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the appropriate member of School staff when work is to be carried out in an area under their control or in an adjacent area. Additionally, they are responsible for the safe maintenance and repair of defects upon electronic, written or telephone communication.

- d. The Assistant Health and Safety Officer will ensure that the Health and Safety Law poster is displayed in the prominent areas of the School such as: immediately outside the Common Room, Ditton Field, the Boathouse and the Lovekyn Chapel.
- e. For this purpose, premises includes all school property (including the main London Road site, the Lovekyn Chapel, the Ditton Field site and the residential properties).

6. Risk Assessments

- a. The arrangements for risk assessments and the practical control measures to reduce risk are detailed in the Risk Management and Assessment Policy: this includes the framework the School uses to manage its risks in all areas. This includes high risk areas, such as trips; it also includes school buildings and maintenance (such as examination and testing of equipment, ventilation systems, pressure systems, gas appliances, lifting equipment and glazing safety). The policy sets out examples of areas and activities that should be risk assessed.
- b. Training and support on risk assessment is also provided, including at INSET sessions and guidance is available on specific events or activities. There are templates including a classroom checklist to assist in the risk assessment process.

7. Security

- a. The School's emergency evacuation and security policies sets out the measures that will be adopted to ensure, so far as is reasonably practicable, that staff, students, visitors and contractors are protected from health, security, and safety risks.

8. Maintenance of Buildings

- a. All staff must be made aware of procedures for ensuring the provision of adequate maintenance of their places of work and arrangements for urgent maintenance when it becomes necessary. Members of staff should use the service helpdesk on Firefly to report matters requiring attention.
- b. The Facilities Manager has a responsibility in an emergency to temporarily take out of use any area in which, in their judgement, it would be hazardous for staff or students to work. Such action should be notified immediately to the DFO and a notice for Staff put up on the board in the Staff Room.
- c. The Facilities Manager must institute adequate procedures for the checking and maintenance of plant and equipment under their control.
- d. The Facilities Manager will ensure that any electrical equipment that has the potential to cause injury is maintained in a safe condition and that regular Portable Appliance Testing is carried out.



- e. The School acknowledges the health hazards arising from exposure to asbestos and will ensure that as far as reasonably practicable staff, students, visitors and contractors are protected from risk to their health due to exposure to any asbestos containing materials. Contractors are required to consult the Asbestos Register before commencing works.

9. First Aid

- a. This section should be read in conjunction with the School's First Aid Policy.
- b. First Aid kits are located in appropriate areas of the School and are clearly labelled with a white cross on a green background. The School Nurse is responsible for checking and replenishing kits at the beginning of each term. It is the responsibility of all staff to acquaint themselves with their location.
- c. The School has a qualified full-time School Nurse based in the Medical Room. They will provide on the spot treatment for minor injuries and advise on the immediate supervision of serious accidents.
- d. Members of staff are encouraged to qualify as First Aiders and training courses will be provided. A list of staff qualified in First Aid is held by the Nurse and updated as required. Any member of staff wishing to become qualified in First Aid should notify the Assistant Head responsible for CPD. First Aiders will need to revalidate their certificate of competence as required.

10. Reporting of Accidents

- a. Accident Reporting is via the Firefly system. Alternatively, (where access to Firefly is not possible) accidents must be reported to the Assistant Health and Safety Officer.
- b. Every accident which occurs in School **must** be reported. A compilation of accidents is reviewed at the termly Health and Safety Committee. Matters of serious concern should be reported to the Head and where appropriate to the Governors.
- c. In the event of a serious accident the Head, Deputy Head (Pastoral) and DFO should be informed immediately. The definition of what constitutes a serious incident or accident is detailed in Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR). The DFO, in conjunction with the School Nurse, is responsible for reporting accidents under these regulations.

11. Visitors to the School/Hire of the Premises

- a. Members of the general public, students and staff should be made aware that if they have permission from the School Executive to bring visitors including children onto the School premises, that they are responsible for their supervision and safety whilst on site and that they themselves must act in a safe and responsible manner.
- b. The DFO makes hirers or lenders of School facilities aware of the Health and Safety Policy and emergency evacuation policy of the School and the safe working practices relating to the area being hired.

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12. Contractors

- a. The Facilities Manager and other Heads of Department who are responsible for the appointment and management of contractors working on the school site will ensure that, so far as is reasonably practicable, contractors are competent. Appropriate checks will be carried out commensurate with the task or project being undertaken.
- b. Contractors may be required to provide the School with a copy of their own Health and Safety Policy, a valid certificate of public liability insurance and certificates of membership of relevant trade bodies dependent on the size of the contract.
- c. With reference to safeguarding, any Contractors who may be working on site during term time will be subject to a risk assessment, The School may insist that the visitor is chaperoned by a member of staff. Contractors must sign in at reception and visitor badges must be worn at all times.

13. Visits and Activities out of School

- a. Members of staff may be expected, as part of their normal duties, to accompany students on visits out of School, and to take responsibility for their supervision on such visits. Risk Assessments must be completed for every visit and staff must adhere to the procedures set out in the Educational Visits Policy.
- b. The member of staff responsible for organising an activity for students which involves them leaving the School premises, must carry out a Risk Assessment, obtain consent from parents where necessary, and follow the procedures set out in the Educational Visits Policy.
- c. If a visit involves hazardous activities (for instance caving, climbing, trekking, skiing or water sports) the member of staff responsible for organising the visit must ensure that the provider of these activities holds the appropriate licence(s).
- d. If a visit involves an accident or hospitalisation this should be reported in accordance with the accident reporting procedure.

14. Emergency Procedures

- a. The School has an Emergency Fire and Evacuation Procedure which contains details of responsibilities and procedures for all staff, students, visitors and contractors in the event of activation of the fire alarm.
- b. The School has a First Aid Policy that contains details of emergency first aid procedures including when to call an ambulance.
- c. The School's Emergency Evacuation and Security Policy contains details of the procedures staff members should follow if they receive a threat that a bomb has been placed on the premises or if they discover a suspect package. If it is necessary to evacuate a building, or the entire school site, then staff, students, visitors and contractors should follow the School's

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Emergency Fire and Evacuation Procedure unless directed otherwise. There is also a Lockdown and Shelter Policy.

15. Fire Precautions

- a. The School's Fire Safety Policy should be read in conjunction with this section.
- b. Arrangements for fire drills, fire tests and fire evacuation procedures are posted throughout the site. All site users must comply with the arrangements to minimise the risk of danger and injury to individuals. They should:
 - memorise the evacuation procedure, the emergency exit and assembly point in case of fire;
 - make themselves familiar with the position in the work area of the fire alarms and exits;
 - be aware of the different types of fire extinguishers, their location, purpose and usage (using the wrong type can be hazardous and endanger the operator);
 - notify the Facilities Manager immediately if any of the fire extinguishers are used or discharged accidentally. Fire equipment is checked weekly;
 - keep all gangways, corridors and exits clear;
 - keep work areas free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters. If a fire hazard is identified it should be reported immediately to the Facilities Manager.
 - there is to be no smoking anywhere on the School site, including the grounds; there is to be no smoking in the School mini-buses.
 - note that emergency exit doors are clearly marked and should be kept UNLOCKED while the building is in use;
 - not remove fire appliances or reposition them without the authority of the Facilities Manager;
 - not re-enter the building in the event of evacuation without the permission of the Head, Deputy Head or the DFO. When there is a member of the Police or Fire Brigade present, NO-ONE should re-enter the School without seeking permission from the Police or Fire Officer in charge.

16. Alarms and Drills

- a. It is the duty of all staff, students and visitors to raise the alarm immediately they notice a fire or smoke.
- b. The alarm is operated by breaking the protective glass and the person activating the alarm should make themselves known to The Facilities Manager or the DFO immediately.



- c. Designated support staff will take registers to the designated assembly point. The Receptionist will bring the visitors book, music staff and staff signing out books to the designated assembly point.
- d. All staff will comply with the Fire and Evacuation Procedure that have been issued detailing individual responsibilities.

17. Code of Safe Conduct

- a. The following applies to all users of the site:
 - conform to this health and safety at work policy, all health and safety procedures and signs, safeguarding, anti-bullying, security, fire precautions and emergency procedures.
 - ensure that they understand and follow the safe operation of duties.
 - report all accidents, near misses, potential hazards and damage immediately.
 - in the event that personal protective equipment or clothing is provided, it must be used and properly looked after.
 - do not interfere with or misuse anything provided for the health and safety of employees.
 - do not act in a way that could endanger yourself or others.
 - clean up any liquid spills or report them immediately.
- b. Electrical equipment is regularly checked and is normally safe when properly used, but:
 - never touch electrical equipment with wet hands
 - always disconnect electrical equipment before moving it
 - never attempt electrical repairs unless authorised
 - always keep electrical supply cables and wires away from wet areas or from where they can be walked over
 - always switch off equipment if not in use

18. Occupational Health

- a. It is the School's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:
 - Developing occupational health procedures and ensuring that policies are current and relate to the School's needs.
 - Providing pre-employment screening and a School Nurse who is available to all staff.
 - Establishing and maintaining appropriate standards for health and hygiene.
 - Identifying possible health hazards within the working environment.
 - Providing an efficient first aid service.



- b. The School recognises that workplace stress is an issue that can have an adverse impact on those affected and acknowledges the importance of identifying and reducing workplace stress factors. The School will seek to maintain a well-managed work environment, in which all reasonably practicable steps will be taken to keep work related stress to a minimum. All staff should be alert to possible symptoms of stress either in themselves or in colleagues and should take appropriate action to address the issue. Where stress factors are identified, the School aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress.

19. Disabled Staff, Students and Visitors

- a. The needs of disabled staff, students and visitors require special attention, particularly in ensuring that they are able to leave the School buildings easily and quickly during an emergency.
- b. Members of staff must take particular care to ensure the health and safety of disabled persons for whom they are responsible. If necessary, they should make additional local or specialised arrangements. A copy of any such arrangement should be made available to the Deputy Head (Pastoral), DFO and Facilities Manager for agreement as soon as any local arrangements have been put in place.

20. Members of the Health and Safety Committee

Director of Finance and Operations (Chair)

Deputy Head, Pastoral

Facilities Manager

Assistant Health & Safety Officer

School Nurse

Director of Sport

Educational Visits Co-ordinator

Director of Drama

Director of IT

Catering Manager

Head of Chemistry

Head of Art

Head of D&T

And others by invitation