



KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

HEALTH AND SAFETY POLICY

1. Health and Safety Statement

- a. The Board of Governors is committed to ensuring, so far as is reasonably practicable, the health and safety of all students, staff and visitors to the School and others who could be affected by the School's activities.
- b. Kingston Grammar School places the greatest importance on health and safety matters and attaches high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner that is safe and healthy for all. 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.
- c. The School expects the full cooperation of all staff in promoting the welfare of all in its community so that effective learning can take place and to achieve a healthy environment in which to work.
- d. This Policy clarifies the responsibilities of all within the School. It is important that staff, students and visitors to the School understand one another's duties, functions and responsibilities.
- e. The Governors bear ultimate responsibility to provide leadership in Health and Safety, with power delegated to the Audit, Risk & Compliance Committee to monitor Health & Safety provision. The Governors will also appoint one of their number to be the nominated governor responsible for overseeing health and safety matters whilst acknowledging that health and safety remains the overall responsibility of all governors both individually and collectively as a whole. The full Governing Body also receives an annual report on health and safety matters.
- f. The Governors, Head and staff 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 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 all premises under the School's control ("School premises"), as follows:
 - ensure that the school is a safe place to work, study and relax, including safe access to and from the school premises;
 - ensure there is adequate information, instruction, training and supervision to enable all staff, students, contractors and visitors to avoid hazards;



- ensure that all buildings, 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.
- g. The Head has overall responsibility for the day-to-day operation of health and safety at the School, with responsibility and authority for management of health and safety matters delegated in accordance with the arrangements set out below in this Health and Safety Policy document.
- h. 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.
- i. The School has set up a health and safety committee to monitor the implementation of the health & safety policy, to make recommendations on health and safety matters and enabling staff to contribute to promoting health and safety at work.
- j. Students may also contribute to the development of health and safety measures via the school parliament or their form tutor.
- k. 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.
- l. 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.
- m. This policy should be read in conjunction with the following key policies:
- Fire Safety Policy
 - First Aid Policy
 - Risk Management and Assessment Policy



Other relevant policies include:

- Bomb Threat Response Policy
- Child Protection and Safeguarding Policy & Procedures
- Disability Policy and Accessibility Statement
- Educational Visits Policy
- Emergency Evacuation Policy
- Lockdown/Shelter Policy
- Site Safety and Security Policy
- Student Supervision Guidance

- n. 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 centre 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;
 - carry out Risk Assessments within their departments and maintain a record of their findings in accordance with the Risk Management and Assessment Policy.
- b. 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 School premises;
 - the supervision of students, ensure their safety and welfare in accordance with relevant policies including Student Supervision guidance, Child Protection and 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 Health and Safety Committee is responsible for monitoring the implementation of the School's Health and Safety Policy, makes recommendations on the Health and Safety Policy and advises the Head accordingly.
- b. 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.
- c. 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.
- d. 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 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 prominent areas of the various School premises.



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. Fire risk assessments are carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every two years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.
- c. 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 set 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 internal Facilities Management system 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 to all Staff by email.
- c. The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals, and such surveys and recommendations form the basis of the School's routine maintenance programmes.
- d. The Facilities Manager must institute adequate procedures for the checking and maintenance of plant and equipment under their control.
- e. 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.
- f. 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 Lead School Nurse is responsible for checking and replenishing all kits each term, other than those kept within the sports department for off-site sport fixtures which are the responsibility of the Director of Sport. It is the responsibility of all staff to acquaint themselves with their location.
- c. The School has a qualified full-time Lead School Nurse based in the Medical Centre. 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 available in the Medical Centre and on the staff intranet (SharePoint) and is updated as required. Any member of staff wishing to become qualified in First Aid should notify the Assistant Health & Safety Officer. First Aiders will need to revalidate their certificate of competence as required.

10. Reporting of Accidents

- a. Accident Reporting is via SharePoint. Alternatively, (where access to SharePoint 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, a Deputy Head, DFO and Designated Safeguarding Lead (DSL) 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 Lead School Nurse, is responsible for reporting accidents under these regulations.

11. Visitors to the School/Hire of the School 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 policies of the School and the safe working practices relating to the area being hired.

12. Contractors

- a. The Facilities Manager and other Heads of Department who are responsible for the appointment and management of contractors working on School premises 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 School premises during term time will be subject to a risk assessment. Contractors visiting during term time and when students are on the School premises are minimised and must sign in and out at reception, visitor badges must be worn at all times, and they must read the Child Protection and Safeguarding Statement. The School may insist that they are chaperoned by a member of staff.

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 emergency evacuation procedures are set out in the School's Fire Safety Policy. This contains details of responsibilities and procedures for all staff, students, visitors and contractors in the event of activation of the fire alarm. These procedures should be followed whatever the reason for needing to evacuate School premises.
- b. Further specific procedures to be followed in the event of a bomb threat are set out in the Bomb Threat Response Policy & Procedures.
- c. The School has a First Aid Policy that contains details of emergency first aid procedures including when to call an ambulance.
- d. There is also a Lockdown and Shelter Policy which should be followed where circumstances require.



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 various School premises. All users of the School premises 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 school premises, 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 School premises:
 - 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 where appropriate.
 - providing a school nurse who is available to signpost staff to appropriate services and provide first aid if necessary.
 - establishing and maintaining appropriate standards for health and hygiene.
 - identifying possible health hazards within the working environment.
 - First aiders are also available to provide first aid to staff.
- 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 DFO, Facilities Manager, Designated Safeguarding Lead and other relevant staff for agreement as soon as any local arrangements have been put in place.

20. Catering

- a. 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).
- b. In addition, the catering manager arranges for periodic hygiene and safety audits of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services.

21. Members of the Health and Safety Committee

Director of Finance and Operations (Chair)

Designated Safeguarding Lead

Facilities Manager

Assistant Health & Safety Officer

Lead School Nurse

Director of Sport

Educational Visits and Trips Administrator

Director of Drama

Director of IT

Catering Manager

Head of Chemistry

Head of Art

Head of D&T

Others by invitation