



Policy Title:	HEALTH AND SAFETY POLICY	ISI Policy number: 11
Author:	Bursar	Checked by: The Head
Date of most recent review:	September 2023	
Date of next review:	September 2024	

This policy applies to all sections of the School, including Early Years Foundation Stage (EYFS)

The Duke of Kent School recognises that, under the Health and Safety at Work Act 1974 and other extending Acts, it has a legal duty to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all its employees and pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.

The Governing Body embraces these duties and it will continue to be its policy to promote standards of Health, Safety and Welfare that comply with the terms and requirement of the above Act, regulations made under that Act and Approved Codes of Practice.

The Governing Body, through the Health and Safety Committee, will take all such steps as are reasonably practicable: -

1. To provide and maintain a safe and healthy environment for all employees, pupils, parents and visitors with adequate facilities and arrangements for their welfare.
2. To maintain safe and healthy working places and systems and methods of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards.
3. To provide all employees and pupils with the information, instruction, training and supervision that they may reasonably require to work safely and efficiently.
4. To develop safety awareness amongst all employees, parents and pupils and as a result of this, create individual responsibility for Health and Safety at all levels.
5. To provide a safe environment for all visitors to the School premises, bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School environment.
6. To monitor and where necessary control effectively the activity of all outside contractors when on the School premises.
7. To encourage full and effective two-way consultation on Health and Safety matters by utilising the management structure of the School and its committees.

To underpin the Health & Safety Policy statements as indicated above, the School has produced a number of specific policies and risk assessments covering the following areas as recommended by the Department for Education in the guidance “Health and Safety: responsibilities and duties for schools (updated 5th April 2022)

- Training of staff in Health and Safety, including risk assessment
- Consultation arrangements with employees
- Recording and reporting accidents to staff, pupils and visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Procedures for off-site visits, including residential visits and any school-led adventure activities
- Dealing with health and safety emergencies – procedures and contacts
- First Aid and supporting medical needs including any COVID 19/ health infection protocols.
- Occupational health services and managing work-related stress
- Workplace safety for teachers, pupils and visitors
- School security
- Violence to staff – see School’s Behaviour Policy
- Manual handling
- Slips and trips
- On Site vehicle movements
- Management of asbestos
- Control of hazardous substances
- Selecting and managing contractors
- Maintenance (and where necessary examination and testing) of plant and equipment.
- Fire safety, including testing of alarms and evacuation procedures
- Working at height

There are separate policies and risk assessments covering the above areas and can be found on the Google staff shared drive/Health and Safety or in hard copy form in the Bursary.

HEALTH AND SAFETY POLICY- MANAGEMENT STRUCTURE

THE GOVERNING BODY

The Governing Body accepts overall responsibility for Health and Safety policy within the School. It will regularly monitor the effectiveness of this Policy and will revise it when necessary. The Governing Body, through the Health and Safety Committee, will ensure that any changes in this Policy will be drawn to the attention of all employees.

THE HEAD

The Head will be responsible to the Governing Body for the safe functioning of all School activities. The Head will:

- monitor the effectiveness of the Policy as regards both academic and non-academic areas and report back to the Governing Body as appropriate.
- consult with the Bursar who is the nominated Safety Officer and Chair of the Health and Safety Committee.
- recommend changes in the Policy in the light of experience.
- ensure the co-operation of all staff at all levels as regards working to this Policy.
- be responsible for ensuring that all the Heads of Department and all other employees understand their responsibilities and are given both the time and encouragement to discharge them and provided with any necessary training.
- ensure regular meetings of the School Health and Safety Committee.
- take steps to ensure that any changes in curriculum and also changes in systems of work throughout the School are considered for their health and safety implications.

THE BURSAR

On a day to day basis the Head's responsibility as regards non-academic aspects of Health and Safety will be devolved to the Bursar. The Bursar in particular will:

- be appointed as the School's nominated Safety Officer having responsibility for obtaining, interpreting and disseminating all the relevant Health and Safety information to the School via the normal line management structure.
- monitor the effectiveness of the Policy and report back to the Head, Health and Safety Committee and Governors as appropriate.
- to maintain the Health and Safety Record Book (held in the Bursary) to demonstrate and record the School's proactive stance towards the implementation of the Health and safety policy.

- in a line management function be responsible for the safe operation for all administrative, maintenance, housekeeping and domestic staff. On the day to day basis this responsibility will be devolved to the:
 - a) Catering Manager and contracting catering company for matters relating to food preparation.
 - b) DSL (Designated Safeguarding Lead) regarding the physical and mental welfare of the children.
 - c) Network Manager regarding the safe operation of all IT equipment and the use of appropriate software to safeguard the pupils of the School.
- be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School function are fully used and kept up to date.
- where individual employees in the various functions listed above are given posts of responsibility, identify those posts in the Policy and ensure that those individuals are given the necessary instructions and encouragement to carry out the functions that they have been given.
- take responsibility for being chair of the School's Health and Safety Committee.
- establish a system for the reporting back of major accidents, incidents, near misses and damage to School property and investigate accordingly, reporting under RIDDOR where necessary. Any recommendations following an investigation will be shared with all relevant members of the School community and duly implemented.
- be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure that these bodies have sufficient knowledge of School procedures and that the School itself is appropriately indemnified.
- be responsible for the selection of outside maintenance contractors in conjunction with the Catering Manager and Maintenance Department where necessary and the monitoring of all activities on the School premises, and in the context of routine repair and maintenance, liaise with the School architects.
- to undertake a termly building and site inspection report and act upon any issues or concerns discovered. The report/findings/actions should be retained in the Health and Safety Record Book, held in the Bursary.
- to have an effective maintenance programme of work for the School buildings and site to minimise the risk of any potential health and safety issues arising.

HEADS OF DEPARTMENT

NON-ACADEMIC

The Heads of Department (Finance Manager, Catering Manager, Head of Maintenance, Head of Grounds, Network Manager and Lead School Nurse) will be responsible to the Health and Safety Officer and through him/her to the Head for the following:

- for ensuring that his/her department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the School.
- to be responsible for ensuring that those working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- to be responsible for ensuring that these persons are aware of the degree of priority that these matters carry and that where appropriate they would be provided with both the time and encouragement to pursue such matters.
- to be responsible for ensuring that the staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the Policy.
- notify the Bursar of any matters within this field which they feel are beyond their competence to deal with.
- to be responsible for reporting to the Bursar any accidents, incidents, near misses or damage for appropriate investigation.

ACADEMIC

- to be responsible for ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external trips as detailed in this Policy.
- as regards to the COSHH Regulations each department, e.g. Science, Art and DT departments, will be responsible for ensuring safety and the maintenance of specific risk assessments applicable to their own areas. In addition, specific risk assessments will be required for Sport and PE (including swimming safety), drama and dance, music, general classroom safety and educational visits and outside activities.
- to be responsible for ensuring that the staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in this Policy.

SCHOOL NURSES

- maintaining the accident book and reporting notifiable accidents to the Bursar.
- checking that all first aid boxes are replenished.
- to oversee in liaison with the Bursar, the implementation of the protocols and procedures as per the First Aid Policy, including the provision of first aid training for relevant staff.

ALL STAFF

- to be responsible for taking reasonable care of their own safety, and for being suitably vigilant in guarding pupils and visitors from risk. They are responsible for co-operating with the Head, the Bursar and other members of the SLT to ensure that, in turn, the Governors comply with their Health and Safety responsibilities. All members of staff are responsible for reporting any risks or defects to the Bursar.

PUPILS

- to be responsible for following the School Code and any reasonable instructions of supervising staff and for bringing any concerns about Health and Safety to the attention of a member of staff.

PARENTS

- will be expected to maintain good communication with the School in all matters related to their children's health and wellbeing and should alert a member of staff in the event of any concerns arising.

HEALTH AND SAFETY COMMITTEE

The committee will meet termly and will be chaired by the Bursar. The Governor responsible for Health and Safety will attend these meetings. The other members of the committee will include, the Head, Designated Safeguarding Lead, Head of Learning and Development, Head of Prep and Pre Prep, Director of Sport and School Nurse. The Head will also look after the Health and Safety interests of the Senior School.

The role of the committee is to:

- discuss matters concerning Health and Safety, including changes to regulations.
- monitor the effectiveness of health and safety within the School.
- review accidents/near misses and discuss preventative measures and ensure that any necessary improvements are implemented.
- review and update risk assessments and the Risk register.
- discuss training requirements
- monitor the implementation of professional advice
- review safety policy guidance and update as necessary
- assist in the development of safety rules and safe systems of work
- monitor communication and publicity relating to health and safety in the workplace.
- encourage suggestions and reporting of defects by all members of staff.