

King Edward's School

Health and Safety Policy

Part 1 – Health and Safety Policy Statement

This is the Health and Safety Policy Statement of King Edward's School (the **School**).

The School applies high standards in the management and control of all its operations, to include matters of health and safety. These are designed to ensure that staff, pupils and those who visit the School or may otherwise be affected by the School's operation are safe.

This Health and Safety Policy (**Policy**) applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), pupils and visitors at the School.

As an employer, the Governors of the Schools of King Edward VI in Birmingham (**SKE**) have overall responsibility for health and safety at the School and those involved in the School's operation. They are committed to improving health and safety.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees, pupils and anyone else affected on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances; to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations
- to provide information, instruction and supervision to employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals
- to ensure that adequate resources are available for the management of health and safety issues.

Part 2 – Organise, plan, monitor and review preventative and protective measures

This part of the Managing Health & Safety at School policy describes how the responsibility held by the Governors is delegated to the Chief Master and then to various individuals and groups throughout the school. It includes a table describing the preventative measures, who undertakes them and links them to documents providing further information.

2.1 DELEGATED EXECUTIVE RESPONSIBILITY

The SKE Governors delegate day to day responsibility for health and safety matters to the Chief Master.

The Chief Master is responsible for the safety policy of the School in respect of health, safety and welfare of staff, pupils and visitors to the School premises and in respect of all activities carried on both on and off School premises where these are arranged under the auspices of the School.

The Chief Master's responsibilities are as follows. Some of these responsibilities have been delegated in writing and this document describes these and also describes the advisory arrangements within the School as follows:

- A) To ensure that all procedures are safe and in compliance with any relevant codes of practice, that instruction in safe practice is given and in particular that risk assessments are carried out in compliance with the Management of Health and Safety at Work Regulations;
- B) To ensure that all staff, pupils and visitors are adequately trained in safe procedures;
- C) To identify hazards both current and those associated with new or changed activities of the School;
- D) To investigate and keep record of all incidents and fires and particularly any serious or potentially serious accidents;
- E) To post warning notices and signs and keep them up to date;
- F) To appoint qualified first aiders and to have first aid boxes checked regularly;
- G) To see that adequate fire fighting equipment and appliances are provided and to take prompt action to remedy deficiencies;
- H) To ensure that fire escape routes are kept clear;

- I) To test fire detection and alarm systems regularly;
- J) To have fire drills at regular intervals;
- K) To make sure that the conditions of local authority licences, fire certificates etc are observed;
- L) To ensure the safe disposal of hazardous wastes;
- M) To ensure, as far as possible, that preventative measures are taken to ensure the health and safety of all those on site.

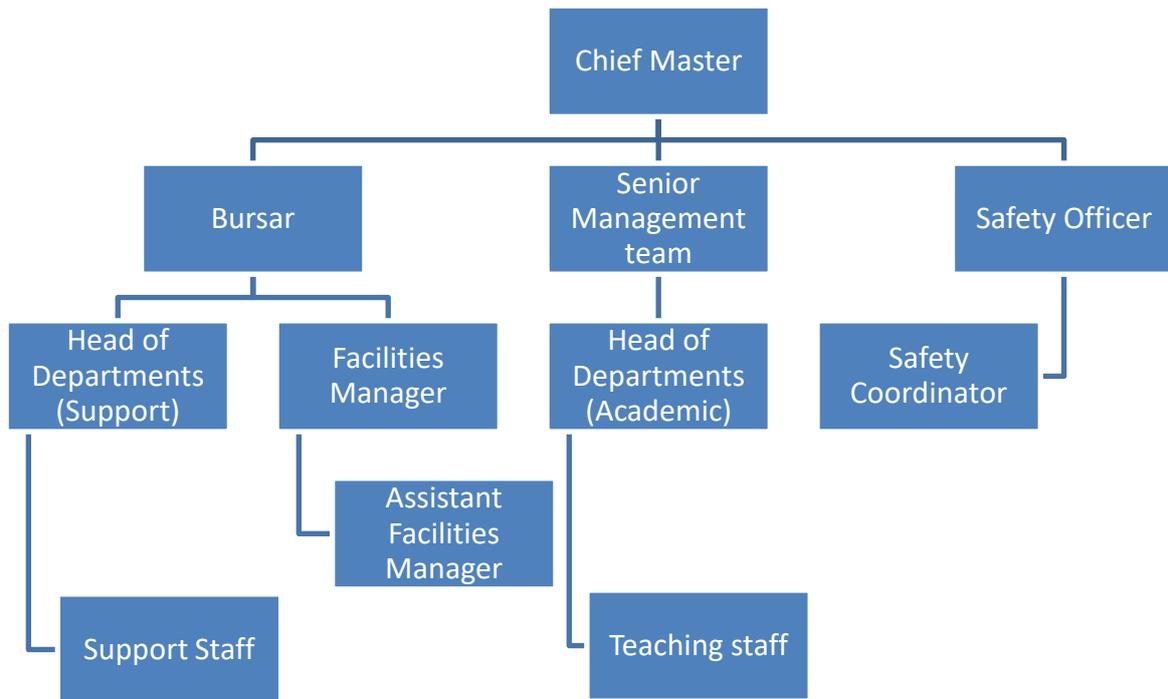
The Chief Master is also responsible directly for any area within the School (and off-site premises) and any activity for which responsibility has not been specifically delegated below.

The Principal has delegated responsibility for these matters to a number of key groups and people within school and details are provided in section 2.2, 2.3 and 2.4 below.

Where responsibility has been delegated those persons have authority to enforce the School's Health & Safety Policy in the areas or in respect of the functions for which they are responsible. They must notify the Chief Master and the School's Safety Officer of any new or special hazards arising in their areas and also of any precautions that have to be taken to combat the hazard and they must report to the Chief Master and the School's Safety Officer any serious breach of safety regulations.

Where they may be absent for long periods, adequate substitution must be made in writing with copies to the Chief Master and such employees and other persons as may be affected.

2.2 ORGANISATIONAL STRUCTURE FOR THE MANAGEMENT OF HEALTH & SAFETY



The following have been appointed to advise on matters of safety within the School. If their advice is not taken by any member of the School, they should inform the Chief Master. Exceptionally, if they discover anything dangerous which requires immediate action, they are authorised to take the necessary action and inform the Chief Master subsequently.

The Safety Officer – Bursar (Z Robinson)

is responsible for advising the Chief Master on the measures needed to work safely, co-ordinating any safety advice given in the School by the Safety Committee, the specialist advisers listed below and any external safety consultants. She should report any breaches of the safety regulations to the Chief Master and inform him if any new or special hazards are about to be introduced into the School.

The Safety Co-ordinator - C D Boardman

as Chairman of the Safety Committee, is responsible for convening its meetings on a regular basis and for communicating the advice of the Safety Committee to the Safety Officer. In addition, he should promote awareness of safety issues within the Common Room and by other staff, and where appropriate, ensure the discussion of any concerns with the Safety Committee and the Safety Officer. The Safety Co-ordinator reviews all Accident/Incident Reports and the School's Accident/Incident Performance together with the School Doctor and ensures any appropriate corrective measures taken are adequate and effective.

For visits out of School, initial risk assessments are carried out by the person in charge of the visit and are then reviewed by the Safety Co-ordinator.

The Facilities Department

Is responsible for practical arrangements for Health & Safety. This includes conducting periodic Safety Inspections of the premises and facilities in addition to the regular inspections by each location's Co-ordinator.

The nominated Governor for Health and Safety

The nominated Governor for Health and Safety (Amanda Smith) should attend School H&S meetings, and R&C Governor meetings, where possible and read the minutes of meetings on a periodic basis.

External Health and Safety Advisor / Competent person

The Foundation has appointed Capita as their external Health & Safety advisors. The most recent audit of the premises was carried out in May 2019. Steven Hazell is the school's dedicated contact and is available on the phone or in person to consider any on-site safety matters as they arise. He also advises the school on new Health and Safety Legislation as it becomes applicable to the School's activities and operations.

Safety Committee

All the School's managers and employees have statutory responsibilities under The HASAW Act '74, and some have delegated responsibilities for Health & Safety under this policy (see Section 2.3). Working in parallel to this day to day management organisation, and acting as an advisory body to all staff, is the KES Health and Safety Committee.

It is chaired by the Safety Co-ordinator and meets at least termly. Its objective is to monitor and assist in maintaining the effectiveness of the Health and Safety Policy, by reviewing and changing the Policy when necessary (in the light of organisational or geographical changes in the Schools range of activities).

The Health and Safety Committee has no executive authority. However, its members may have had more training and experience in health and safety matters than other line managers. Members will be also kept updated with new legislation and new Government/HSE publications. Therefore, the Committee's advice and recommendations should be taken very seriously and, in extreme cases, the Chief Master may arrange for an executive instruction to be issued to ensure appropriate action is taken.

The role of the Committee is as follows:

- Monitor and review the School's Health and Safety procedures and arrangements. Suggest improvements where necessary.
- Set strategies for safety training and for changes to the School's Policy in the future.
- Advise managers on the practical application of Health and Safety matters in their areas.
- Monitor the completion (by Managers) of adequate Risk Assessments for all significant operations and activities.
- Reinforce efforts of individuals. Encourage and promote a positive attitude to Health and Safety by all employees.
- Set a good example and high personal standards for Health and Safety.

2.4 OTHER ADVISORY RESPONSIBILITY FOR SAFETY

In addition to the Safety Officer and the Safety Coordinator, the following have been appointed to advise on matters of safety within the School. If their advice is not taken by any member of the School, they should inform the Chief Master. Exceptionally, if they

discover anything dangerous which requires immediate action, they are authorised to take the necessary action and inform the Chief Master subsequently.

(i) **Fire Officer - D Tinkler and R D Heathcote**

The Assistant Facilities Manager is responsible for providing such technical advice on fire precautions and prevention as is within his competence. He is also responsible for ensuring arrangements are made to test fire extinguishers in accordance with "Action in Case of Fire."

In the case of a fire drill or actual alarm, R D Heathcote has executive authority to arrange fire drills and to clear the building and conduct such roll calls or checks as may be necessary up to the time when responsibility is handed over to the attending fire service officer, or the drill is satisfactorily completed. Fire Drills are normally held termly and a written report is published after each drill. K Phillips holds copies of all of these reports and matters arising are discussed as necessary by the Safety Committee.

(ii) **Electrical Safety Supervisor :**

A Beckett and D Tinkler (Facilities Manager and Assistant Facilities Manager) – are responsible for advice to the Safety Officer on all matters relating to electrical safety in the School and responsible for ensuring suitable arrangements are made to test all portable electrical equipment.

(iii) **Radiation Protection Supervisor – R Froggatt.**

is responsible for ensuring that the carried out and for liaison with the Radiation Protection Adviser who is responsible for advising on all aspects of radiation safety.

(iv) **Senior First Aider - C Boardman**

is responsible for advising the Safety Officer on matters of first aid and for monitoring the effectiveness of First Aid and Accident Reporting Policy. He will work in cooperation with the School Medical Officer (**Dr M Forrest**) and the School First Aider (**M Wyrzykowska**).

(v) **Abrasive Wheel Adviser**

The person authorised to change and dress abrasive wheels is **K Hartland**, Art and Design Technician.

(vi) **Radiation Protection Adviser**

Advice is available from **G Chalmers**, Department of Medical Physics and Biomedical Engineering, Queen Elizabeth Hospital, Birmingham B15 2TH, telephone 0121-472-1311 extension 3545.

(vii) **Heads of Department**

Every Head of Department is responsible for ensuring as far as is reasonable practicable the safety of staff, pupils and other persons in their Department. In particular, the responsibilities listed in 1 above (with emphasis on sections a, e, l and m) are delegated to Heads of Department for their Departments. A list of Heads of Departments and those with special responsibility for other areas is set out below.

| | |
|-------------------------|------------------|
| Art and Design | B M Spencer |
| Classics | L W Evans |
| Drama | M Bartlett |
| Design and Technology | P A Balkham |
| Economics | R Turford |
| English | G Babb |
| Games | C Johnson |
| Geography | J P Smith |
| History | P W Golightly |
| ICT | C D Boardman |
| Mathematics | N Shepherd |
| Modern Languages | D J Ash |
| Music | M D Leigh |
| Physical Education | C Johnson |
| Religious Education | P Moore-Bridger |
| Biology | D M Witcombe |
| Physics | R Froggatt |
| Chemistry | A Webb |
| Librarian | K Fletcher-Burns |
| Support Staff | Z Robinson |
| Premises and Facilities | A Beckett |
| Grounds | G Watson |

2.5. OTHER FUNCTIONS

(i) **Personal protective equipment** needed in the School can be obtained by staff from Heads of Department, and will be issued to boys through Heads of Department. PPE for Porters and Cleaners is purchased and distributed by the Facilities Manager.

(ii) **First Aiders**

A full list of teaching and support staff holding a current first aid qualification is available on Firefly and also at Reception.

(iii) **First Aid Boxes are located at**

- Medical Room
- Design Centre - Workshop A
 - Workshop B
 - Art Studio
 - Staff Room
 - Technology Room

- Print Room

Secretaries' Office
Porters' Room
Cleaners' Room
All Science Laboratories
All Science Preparation Rooms
Science Common Room
Science Technicians' Room
Big School Stage
Performing Arts Centre
PE Office
CCF Orderly Room
Firing Range
Environmental Studies department
Swimming Pool
Eastern Road Pavilion
Sports Hall

(iv) **Defibrillators are located at**

Small corridor between deputy heads' offices
PAC reception
Brode Sports Centre reception
Eastern Road Pavilion in changing room corridor next to staff room
Swimming pool in small office
Southall Hockey Pavilion in corridor next to door leading out to pitches

(v) **All accidents should be reported immediately to**

- a) **Mrs M Wyrzykowska**, School First Aider
- b) **Mr Boardman, Safety co-ordinator**. There are three possible forms to use

for this:

kes.org.uk/accident – for accidents to pupils including visiting pupils
kes.org.uk/headinjury – for concussions
kes.org.uk/staffaccident – for injuries to adults including visiting adults

(vi) **All dangerous occurrences or near misses should be reported to**

- a) **The School Safety Officer**, Mrs Z Robinson, and
- b) **The School Safety Coordinator**, Mr C Boardman.

This can be done on Firefly at <https://firefly.kes.org.uk/report-issues-or-suggestions>

In their absence, eg during holidays, report to **the Porter on Duty**.

2.6 INDIVIDUAL RESPONSIBILITY

All members of the School and persons entering these premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors should ensure, where appropriate, that the visitors obey the safety rules of the departments and are aware of who to approach for advice.

EVERYONE MUST:

- (i) Make sure that all work is carried out in a safe way and in accordance with the School's Policy and any other relevant safety documents. If in doubt, seek expert advice from those listed above.
- (ii) Protect themselves and others by wearing issued safety equipment and by using any guards or devices provided.
- (iii) Obey all instructions given by a responsible person in respect of health and safety.
- (iv) Warn the Chief Master and the Safety Officer of any special or newly identified risks found in present procedures and any hazards about to be introduced by new work.
- (v) Offer any advice and suggestions that they think may improve health and safety.
- (vi) Report all potentially dangerous incidents or accidents to those listed in Section 2.2.
- (vii) Familiarise themselves with the location of fire fighting equipment, alarm points and escape routes, together with the fire procedures. If in doubt about any process of the safety of equipment, consult their supervisor or the Safety Officer or if necessary, the Chief Master.

2.7 SPECIAL HAZARDS

The following present special or unusual hazards in this School. Safe systems of work have been drawn up and are available from the relevant Head of Department. Risk assessments for all hazardous activities are held by either the Facilities Department*, Transport Manager **, the relevant Subject Head of Department (if relating to an academic department)*** or the Safety Coordinator **** or Head of Grounds^ or Head of Catering^^.

| | |
|--|-----------------------------------|
| Educational and extracurricularTrips**** | Catering^^ |
| Design Centre and its Equipment*** | Rifle Range*** |
| Chemicals in the Laboratories*** | Sources of Ionising Radiations*** |
| Cleaning Materials* | Minibuses** |
| Manual Handling* | Sporting Activities*** |
| Swimming Pool*** | Grounds^ |

A Health and Safety room audit form is attached as Appendix 1. This is used for all general areas of the school (classrooms and corridors) where the risk level may normally be considered low.

2.8 TRAINING AND INDUCTION

Responsibility for organising (and maintaining records of training) is as follows:

| | |
|--|--|
| Science-related health & safety training | Head of Science |
| Catering and hygiene related training for catering staff | Head of Catering |
| Grounds related training for grounds staff | Head of Grounds |
| Briefing new pupils on emergency fire procedures | Form tutors (done as part of preparation for termly fire drill) |
| Briefing new staff on emergency fire procedures | Facilities Team (Support staff)/Safety Coordinator (Teaching staff) - done as part of new staff induction) |
| Facilities related training for Facilities team | Estates and Facilities Manager |
| Inducting new staff in health & safety and first aid | Safety Co-ordinator (as part of wider induction) |
| Identifying the specific training needs of other staff | All Heads of Department and line managers (as listed in 2.4.above) |

All staff undergo an induction procedure when they join the school and this usually takes place at the beginning of the autumn term.

Part 3 Review of Policy

This policy is prepared by the Bursar and is reviewed by:

- The Competent Person (Capita)
- Risk & Compliance Sub-Committee (a sub-committee of the Independent Schools' Governing Body); and
- The Independent Schools' Governing Body (through verbal update and minutes from Risk & Compliance Sub-Committee following the review).

The review occurs on an annual cycle during the Spring term.

This policy is to be reviewed annually by Z Robinson

Policy updated – January 2020

Appendix 1

ROOM SAFETY AUDIT

Please complete all 6 sections of this form. If there is insufficient room on the form to complete any section, please continue on a separate sheet of paper. Any additional sheets must be clearly numbered and stapled to this form.

Thank you

KEY: **NA** – Not Applicable; **Y** – Yes; **N** – No

Section 1

Room _____

Section 2 – Room Condition

Please tick the appropriate box

| | N/A | Y | N |
|---|------------|----------|----------|
| Room clear of paper/rubbish etc? | | | |
| Floor in a safe condition? | | | |
| Furniture in sound condition? | | | |
| Window safety catches in place (if fitted)? | | | |
| Blinds/curtains in sound condition? | | | |
| Fire Orders in place? | | | |
| Fire extinguisher seal OK? | | | |
| Hazardous substances stored correctly? | | | |
| First Aid notice in place? | | | |
| First Aid box in room? | | | |
| First Aid contents complete? | | | |

DETAILS OF DEFECTS FOUND AND ACTION ALREADY TAKEN (please list)

Section 3 – Equipment

Please tick the appropriate box

| | N/A | Y | N |
|--|------------|----------|----------|
| Electrical sockets and switches undamaged? | | | |
| Lighting fittings in good order? | | | |
| Extension cables in good condition? | | | |
| Extension cables safely positioned? | | | |
| Plugs and connecting cables safe? | | | |
| Covers/guards in place? | | | |
| Equipment safely positioned/hosed? | | | |
| Electrical appliances safety checked in last year (label on plug should indicate)? | | | |

DETAILS OF DEFECTS FOUND AND ACTION ALREADY TAKEN (please list)

Completed forms should be returned to the Porter's Lodge

BY: _____
All maintenance issues raised as a result of this audit will be logged and dealt with accordingly by the facilities department.