

# King Edward's School (KES) and King Edward VI High School for Girls (KEHS) Health and Safety Policy

<b>Committee</b>	Risk and Compliance
<b>Policy Type</b>	School
<b>Policy Owner</b>	Bursar - Finance and Estates
<b>Statutory</b>	Yes
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<b>Version</b>	1.1

## Part 1 – Health and Safety Policy Statement

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### **1.1: HEALTH AND SAFETY POLICY STATEMENT OF KING EDWARD'S SCHOOL (KES) AND KING EDWARD VI HIGH SCHOOL FOR GIRLS (KEHS)**

This is the Health and Safety Policy Statement of KES and KEHS King Edward VI High School for Girls (the **Schools**).

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

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

As an employer, the Governors of the Schools of King Edward VI in Birmingham (**SKE**) have overall responsibility for health and safety at the Schools 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 buildings, plant, equipment and site.
- 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

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*This part of the Managing Health & Safety at School policy describes how the responsibility held by the Governors is delegated to the Chief Master & Principal 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 : DELEGATION OF RESPONSIBILITY**

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

The Chief Master & Principal is responsible for the safety policy of the Schools 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 Schools.

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

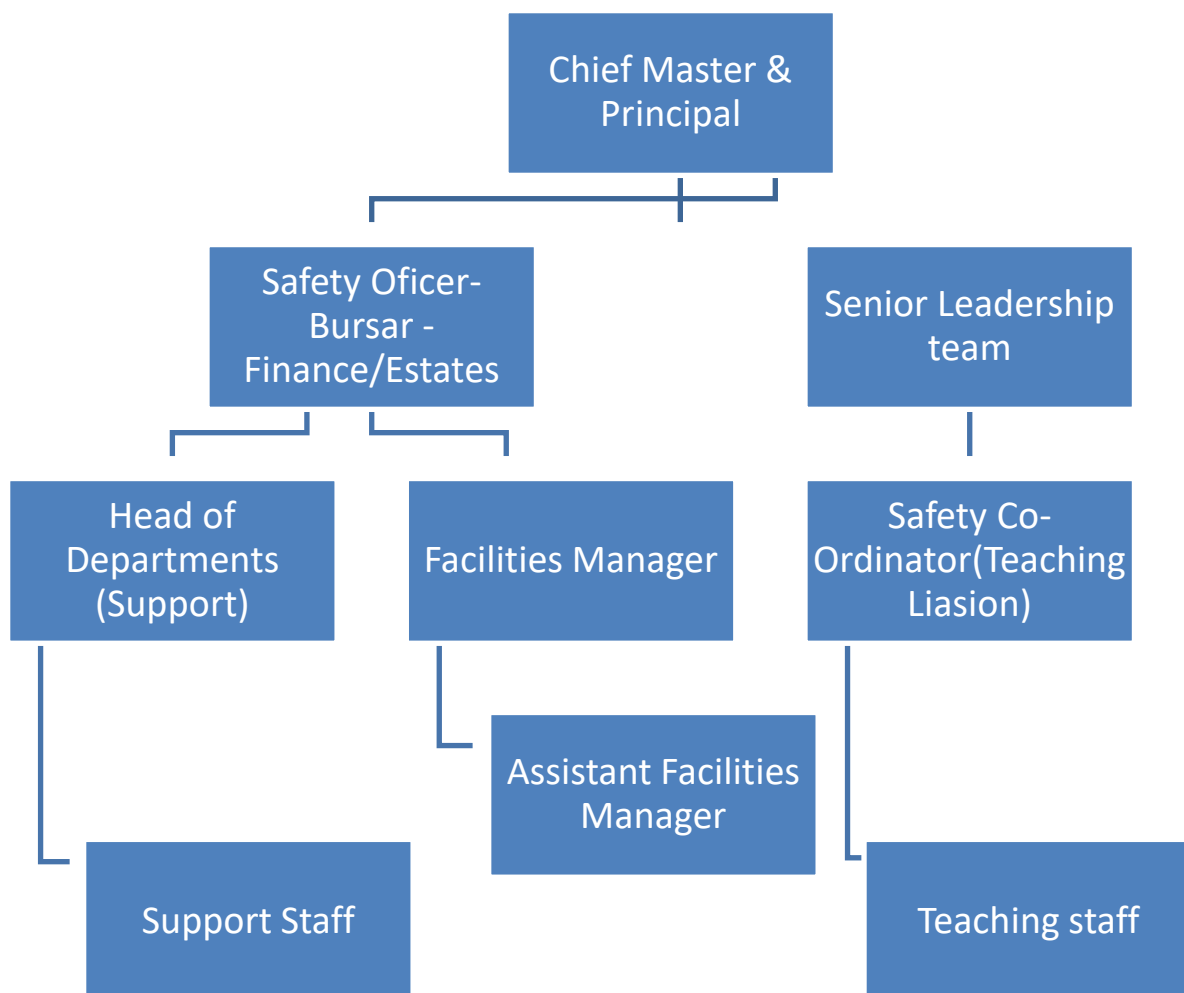
The Chief Master & Principal has delegated responsibility for these matters to a number of key groups and people within the schools and details are provided in section 2.2, 2.3 and 2.4 below.

Where responsibility has been delegated those persons have authority to enforce the Schools' Health & Safety Policy in the areas or in respect of the functions for which they are responsible. They must notify the Chief Master & Principal 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 & Principal and the School's Safety Officer any serious breach of safety regulations.

## **2.2 ORGANISATION FOR HEALTH & SAFETY**

The following key members of staff 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 & Principal. Exceptionally, if they discover anything dangerous which requires immediate action, they are authorised to take the necessary action and inform the Chief Master & Principal subsequently.

### **Organisational structure for the management of H&S**



### **2.2.1 The Safety Officer – Bursar - Finance and Estates (Zoe Robinson)**

As Chair of the KEHS and KES School Health & Safety Committees, she is responsible for ensuring that meetings are convened on a regular basis and for communicating the advice of the Safety Committee to SLT and that H&S minutes (and any issues) are conveyed to the Governors.

The Bursar - Finance and Estates is responsible for ensuring that support function (including the Facilities related) risk assessments are carried out.

### **2.2.2 The Safety Co-ordinator (Teaching liaison) – Martin Lea/Chris Boardman**

The Safety Co-ordinator (Teaching Liaison) is responsible for communicating the advice of the Safety Committee to teaching staff. They should liaise with the Facilities Manger to decide when to hold fire evacuation practices. They should promote awareness of safety issues within the teaching staff and by other staff, and where appropriate, ensure the discussion of any concerns with the Safety Committee. The Safety Co-Ordinator is responsible for ensuring that teaching departments carry out appropriate risk assessments (with the support of the Facilities Manager).

They should report any breaches of the safety regulations to the Chief Master & Principal and Bursar - Finance and Estates and inform them if any new or special hazards are about to be introduced into the School.

For visits out of School, risk assessments are carried out by the person in charge of the visit and these are then reviewed by the Director of Enrichment (Kam Sangha) or Deputy Head Co-Curricular (Matt Bartlett) and the Chief Master & Principal.

### **2.2.3 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 the external H&S adviser (see below) and implementing recommendations raised by the external H&S adviser.

### **2.2.4 The nominated Governor for Health and Safety and the Risk & Compliance Committee**

The nominated Governor for Health and Safety should attend School H&S meetings, where possible and read the minutes of meetings on a periodic basis. The nominated Governor for H&S reports into R&C Committee meetings. The Risk & Compliance Committee reviews this policy, the H&S Audit reports and Fire Risk Assessments from Wirehouse and minutes from School H&S meetings.

### **2.2.5 The external Health and Safety Advisor/Competent Person**

The Foundation has appointed Wirehouse as their external Health & Safety advisors from November 2020. Bryan Underdown and Jay Vohankova are the school's dedicated contacts and are available on the phone or in person to consider any on-site safety matters as they arise. They also advise the school on new Health and Safety Legislation as it becomes

applicable to the School's activities and operations. Wirehouse undertake annual H&S audits and Fire Risk Assessments – these involve at least two walks around the site with the Estates & Facilities Manager. All findings are documented in a report which is shared with the Foundation and the Estates & Facilities Manager. These reports are reviewed by the Bursar with progress on any recommendations documented and reported to Governors via the Risk and Compliance Committee.

### **2.2.6 Safety Committee**

All the Schools' 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 KEHS and KES Health and Safety Committees.

These are chaired by the Safety Officer 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 & Principal may arrange for an executive instruction to be issued to ensure appropriate action is taken.

Attendees include: HODs from PE, Design Technology, RPAC, Art and Science, plus the First Aider

The Role of the Committee is as follows:

- Monitor and review the Schools' Health and Safety procedures and arrangements. Suggest improvements where necessary. This includes receiving a report about accidents and near misses and feedback from the fire evacuations (planned and unplanned) together with any recommendations as a result of issues arising.
- Suggest strategies for safety training and for changes to the Schools' Policy in the future.
- Advise managers on the practical application of Health and Safety matters in their areas.
- 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.

### **2.3 OTHER ADVISORY RESPONSIBILITY FOR SAFETY IN THE SCHOOL**

The Chief Master & Principal has delegated some of her duties to other members of staff with specific areas of responsibility and these are listed below in functional groupings so that staff can understand who is responsible for each individual area.

The areas where the Chief Master & Principal's duties have been delegated are:

#### **Overview**

Description of responsibility	Responsibility of:	Additional supporting policies or procedures
Oversight of Health and Safety policies and processes in the Schools: The Risk & Compliance Committee reviews this policy, the H&S Audit reports and Fire Risk Assessments from Wirehouse and minutes from School H&S meetings.	Risk & Compliance Committee – with the nominated Governor for H&S providing a closer link with the Schools (e.g. attending KES/KEHS Safety Committee meetings	

#### **Safety and security**

Description of responsibility	Delegated to:	Additional supporting policies or procedures
Site and Building security (including perimeter gates, alarms, CCTV, locking external doors and windows). This includes the setting of gate and door opening times.	Facilities Manager who in turn has delegated day to day management to the Head Porter in each school. Bursar Finance and Estates has oversight of this	None
Preventing unsupervised access by pupils to potentially dangerous areas such as swimming pool, gym, science laboratories, food technology room	Facilities Manager and Head Porters working in co-operation with the relevant Heads of Department	None
Controlling lone working	Facilities Manager	Lone Working Policy
Ensuring all staff wear a ID badge and all visitors book in at reception and wear a visitors badge	School receptionists, Bursars and wider SLT	Safeguarding Policy



Arranging an annual practice for the lock down procedure in case of intruder (or other incident)	Facilities Manager in conjunction with the Safety Officer and SLT	Lockdown procedure
Buildings maintenance (including the organisation of condition surveys of the schools, clearing the Facilities helpdesk log – the mechanism for staff to report issues - acting on feedback from the H&S Committees and actions following accidents or near misses and completing works recommended in the H&S or Fire Risk Assessment audits	Facilities Manager	
Tree maintenance – including organising tree surveys by tree maintenance specialists	Head of Grounds	
Health & safety audits and Fire Risk Assessments (annual)	Wirehouse external consultants These are reviewed by both Facilities Manager and Bursar (F&E) and are reported to R&C Committee	

### Asbestos

Description of responsibility	Delegated to:	Additional supporting policies or procedures
Monitoring asbestos (including removal projects) on site	Facilities Manager (FM)	Inspectas is contracted to provide specialist advice
Ensuring that there is an asbestos management plan and that this is adhered to (including contractors)	Facilities Manager (FM)	Inspectas is contracted to provide specialist advice

### Vehicles

Description of responsibility	Delegated to:	Additional supporting policies or procedures
Car parking on site and visitor vehicles on site	Facilities Manager (FM)	Traffic management plan
School bus arrangements and making sure that the bus queue is managed safely	Bursar - Operations	None
Training in safe use of on-site vehicles	Facilities Manager (facilities vehicles)	None

	Head of Grounds (Grounds vehicles)	
Safety checks on minibuses and school vans – weekly checks by porters (recorded via a checklist), professional checks by the garage (reports received) and pre-use checks by drivers.	Facilities Manager. Safety checks are undertaken for all minibuses by a contracted garage (arranged by the Facilities Administrator) Pre-use checks done by staff	

### Accidents

Description of responsibility	Delegated to:	Additional supporting policies or procedures
Maintaining an accident book and reporting notifiable accidents to the HSE. Preparing a report for the Safety Committee.	School First Aider/Nurse – Reviewed by Safety Coordinator and Bursar	First Aid policy
Serious accidents and staff accidents are notified to the Bursar (Finance & Estates) – where appropriate these are reported to RIDDOR	Bursar (Finance & Estates)	First Aid policy
Escorting pupils to hospital	School First Aider/Nurse	First Aid policy
Checking that all first aid boxes are kept replenished	School First Aider/Nurse	First Aid policy

### Fire Prevention and electrical safety

Description of responsibility	Delegated to:	Additional supporting policies or procedures
Keeping the fire routes and fire exits clear and ensuring that the fire exit doors are operational	FM who in turn has delegated day to day management to the Head Porter	Weekly porters check
Ensuring that combustible materials and flammable rubbish are regularly removed from classrooms and all areas of the school.	FM who in turn has delegated day to day management to the Head Porter	Weekly porters check

Arranging a termly fire practice, combined with a program of trained fire marshals in every building to ensure that the school can be safely evacuated in the event of a fire	Safety Co-ordinator (Academic Liaison)	Actions in case of Fire (Evacuation) procedure
Testing all fire alarms weekly and recording all tests.	FM who in turn has delegated day to day management to the Head Porter	Fire Safety, Procedures and Risk Assessment
Arranging an annual inspection of fire alarms, fire detection, and fire extinguishers	Assistant Facilities Manager	Fire Safety, Procedures and Risk Assessment
Arranging annual testing cycle for emergency lighting and addressing any remedial issues	Assistant Facilities Manager	Fire Safety, Procedures and Risk Assessment
All gas appliances (boilers, kitchen equipment) are regularly maintained and serviced by Gas Safe Registered Engineers	Assistant Facilities Manager	None
Landlord's gas safety certificates are held for all school domestic accommodation	Facilities manager	None
Electrical Safety Testing – 5 year testing	Facilities Manager	None
Regular portable appliance testing	Facilities manager	None
Switching off all kitchen equipment at the end of service	Catering manager	None
Securing all flammable materials used in teaching or maintenance locked in purpose made, flame-proof containers	Heads of Science, DT, Art, Facilities Manager, Head Groundsman	None

Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends	IT Manager	None
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Person who finds the fire is responsible for breaking the nearest break glass point (in a practice the Head Porter will activate the alarm). Head Porter (or another trained fire warden) will inform the emergency services and use the Fire Panel to locate the location of the activation and investigate extent and seriousness of fire. Senior Deputy Pastoral will direct a responsible adult to direct the emergency services at the gates. Senior Deputy Pastoral will be the person who HOYs, Bursar - Operations, Catering Manager and Receptionist report to once roll call is complete.

### Radiation

Description of responsibility	Delegated to:	Additional supporting policies or procedures
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Ensuring appropriate radiation procedures in place	Head of Science	Support from Radiation Protection Advisor – Keith Bowker
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### Water and drainage

Description of responsibility	Delegated to:	Additional supporting policies or procedures
Maintaining water quality	Assistant Facilities Manager (who uses external contractors as appropriate)	Water policy (legionella testing and temperature monitoring)
Ensuring drains and gutters are kept unblocked	Facilities Manager	None

## 2.4 ADDITIONAL RESPONSIBILITIES HELD BY OTHERS

### 2.4.1 Heads of Department

Department Heads are directly responsible for the health and safety of staff, pupils and other persons in their department. In particular, the responsibilities listed in Section 2.1 above (with emphasis on sections a,e,l and m) are delegated to Heads of Department for their Departments.

It is the role of Heads of Department to take all reasonable steps to safeguard the health and safety of all visitors to their locations. They are expected to make a significant contribution by ensuring that their areas are free of hazards and are safe working environments. Heads of Department must ensure that risk assessments for their departments are documented and updated as appropriate (see Risk Assessment policy).

Each Department Head will encourage his/her staff to play a positive role by taking an active interest and by setting a good example in health and safety matters for their respective staff, pupils and visitors.

Department Heads are reminded of their statutory obligations both as Managers and as employees (see Section 2.4.2 below). Under Section 37 of The Health and Safety at Work etc. Act, 1974, individual managers at the school may be liable, as well as the school, for any individual acts of negligence.

### 2.4.2 All other adults working or visiting the school environment

All members of the Schools 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 whom 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, always seek expert advice from those listed above. This includes completing Risk Assessments for one off events as appropriate (see Risk Assessment policy)
- (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 Facilities Manager 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 as appropriate
- (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 your line manager or the Safety Officer or if necessary, the Chief Master & Principal.

### 2.4.3 Special hazards/Risk Assessments

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\*, 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 extracurricular Trips***	Catering^^
Chemicals in the Laboratories**	Sources of Ionising Radiations**
Cleaning Materials*	Grounds^
Manual Handling*	Sporting Activities**
Swimming Pool**	DT**
Art**	Asbestos*

**A Health and Safety room audit form is attached as Appendix A.** This is used for all general areas of the school (classrooms and corridors) where the risk level may normally be considered low. A formal audit is performed during the summer break by the Facilities Team to assess the condition of the various areas of the school.

### 2.4.3 Pupils

Pupils are not expected to have full knowledge of H&S matters or procedures. However, it would be expected for any pupil, noticing any hazard or defect, to report the issue immediately to a member of staff or at the Porter's Lodge.

All pupils would also be expected to adhere to any H&S regulations or guidance given to them by any member of staff, particularly in the event of a fire, on a school trip or during a practical lesson. Form Tutors explain the fire evacuation procedure to pupils and there are practices each term.

## Part 3 Training and induction

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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
Facilities related training for Facilities team	Estates and Facilities Manager
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 and lock down procedure	Line Manager (done as part of new staff induction)
Identifying the specific training needs of other staff	All Heads of Department and line managers
First aid training	School First Aider together with the VP Pastoral

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

## Part 4 Review of this policy

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This policy is prepared by the Bursar - Finance and Estates and has been reviewed by:

- 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 in the Autumn term.

## Appendix A – Health & Safety Room checklist

**Building:**

**Room Number:**

	<b>CHECK</b>	<b>Yes</b>	<b>Further Action Needed</b>	<b>N/A</b>
<b>Movement around the classroom</b>	Is the internal flooring in good condition			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are trailing electrical leads/cables prevented wherever possible?			
<b>Work at height (falls)</b>	Is there an 'elephant-foot' step stool or stepladder in the room?			
	Is a window-opener provided for opening high-level windows?			
<b>Furniture and fixings</b>	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, e.g. a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc. protected where necessary to prevent the risk of burns to vulnerable young people?			
	Are Blinds/Curtains in good working condition?			
	Are all ceiling tiles present?			
	Are walls and paint in good condition?			
	Is the whiteboard in good condition and clean?			
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			



<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation? Can a reasonable room temperature be maintained during use of the classroom?			
<b>Fire</b>	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> <li>■ Unobstructed</li> <li>■ Kept unlocked</li> <li>■ Easy to open from the inside?</li> </ul>			

**FURTHER ACTION NEEDED**

<b>Hazards Noted:</b>	<b>Action Taken and When</b>

**Name:**

**Date:**