



MOUNT
KELLY

Health And Safety Policy

(This policy applies to all pupils including those in the EYFS)

Document Approval			
Name	Position	Signature	Date
M.Semmence	Foundation Principle		
S. Webber	Bursar		

The policy covers Mount Kelly Foundation, Mount Kelly Enterprises Limited and Mount Kelly Swimming. Unless specifically stated, these are referred to as ‘the School’ throughout this document.

REVIEW DATE	Rev	Reviewer	CHANGES
01/11/2014	00		Issued for circulation – Annual review
01/03/2015	01	S. Webber	<ul style="list-style-type: none"> • No information on revised details
01/10/2016	---	R. Reed	<ul style="list-style-type: none"> • No information on review details
05/06/2017	02	P. Littlewood	<ul style="list-style-type: none"> ▪ Reformatted document TOC, Font, Heading, Text etc. Some text changes to correct spelling, and grammar. ▪ Updated text on responsibilities of Pool Manager. ▪ Introduced Site Manager (3.9) and IT Manager (3.10) Roles and Responsibilities.
22/03/2018	03	P.Littlewood	Included in Section 3 a paragraph on staff duties as per Governor request
19/11/2018	04	C Watts	Deleted any reference to CHIP Regulations and replaced with CLP Regulations (EC) No 1272/2008

Contents

1	Application	4
2	Statement of General Policy	4
3	The Organisation of Health and Safety	4
3.1	Bursar	5
3.2	The Principal Deputy Head.....	5
3.3	The Head of Mount Kelly Preparatory School	5
3.4	Heads of Department & Houseparents.....	5
3.5	Teaching Staff.....	6
3.6	Sports/Activities Administrators and Instructors	6
3.7	The Commercial Director (Mount Kelly Enterprises Limited & Mount Kelly Swimming Limited).....	6
3.8	The School Housekeeper	6
3.9	Site Maintenance Manager.....	7
3.10	IT Manager	8
3.11	Swimming Pool Manager.....	8
3.12	Contractors, Consultants and Other Workers	9
3.13	The School Health and Safety Officer	9
4	Health and Safety Committee.....	10
5	Health and Safety Information	10
6	Related Policies	10
7	Review of the Policy	11

1 APPLICATION

The following provisions for the enactment and implementation of Health and Safety apply to all employees, pupils, visitors, activities, buildings and property associated with Mount Kelly, Mount Kelly Prep School, Mount Kelly Enterprises Ltd and Mount Kelly Swimming Ltd. Unless otherwise stated the term 'School' is all encompassing. The Directors of Mount Kelly Enterprises Ltd and Mount Kelly Swimming Ltd are Mount Kelly Governors.

2 STATEMENT OF GENERAL POLICY

The Governors recognise their duties as employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees and pupils and of any visitors to the School.

It is the Governors' policy through the organisation outlined in Section 3:

- to pay particular attention to the provision and maintenance of buildings, plant and equipment and to the arrangements for the use, handling, storage, transport and statutory testing of any articles or substances associated therewith
- to ensure that hazards are identified, assessed and either removed or, if not possible, to ensure that all employees, pupils and visitors are made aware of risks, recommended safety precautions and of any steps to be taken in case of accident and to minimise the consequences
- to provide training for staff and pupils in relevant safety procedures and to maintain systems for recording details of accidents and test results
- to establish clear lines of responsibility and effective methods of communicating safety information to appropriate personnel; and to ensure that Housemasters, Faculty Heads and others involved in particular risks receive, and act upon, relevant regulations and codes of practice published by the Health and Safety Executive or other expert bodies
- to develop safety awareness amongst all employees and pupils and to provide a safe environment for all who use the School premises
- to keep this statement of policy up to date by regular review and to ensure that it is brought to the attention of all concerned, and that copies are readily available to them

The Governors have appointed a Health and Safety Officer to monitor School activities in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The Governors remind all employees, pupils, parents and visitors of their own duties under section 7 of the Health and Safety at Work Act 1974 to take care for their own safety and for that of the other employees, for the safety of pupils and the public and to co-operate with those whose duty it is to implement specific safety measures.

This Policy document has been produced by the Health and Safety Officer and will be reviewed at regular intervals to maintain legislative currency. Any comments about the contents of this document should be addressed, in the first instance, to the Health and Safety Officer.

3 THE ORGANISATION OF HEALTH AND SAFETY

The Governors of Mount Kelly and the Directors of Mount Kelly Enterprises Limited and Mount Kelly Swimming Limited accept full responsibility for Health and Safety within the School. They will constantly monitor the effectiveness of the implementation of the policy and will cause the policy to be revised where necessary.

The Governors will ensure that all changes in policy are drawn to the attention of all concerned.

All employees are reminded of their duty to report all known hazards immediately to either the Health & Safety Officer, the Site Manager, their Line Manager or any member of the SLT.

3.1 BURSAR

The Bursar is responsible to the Governors for the implementation of this policy. The Bursar is to constantly monitor the effectiveness of this policy and its implementation at all levels and will bring to the attention of the Governors any relevant changes in legislation.

The Health and Safety Officer reports to the Bursar and is the nominated Fire and Safety Officer.

The planning and supervision of all building and maintenance operations have been delegated to the Bursar who is to ensure that a Permit to Work is completed by all contractors before they start work within the confines of the school. Contractors are also required to submit a copy of their company Safety Policy at the tender/quotation stage.

3.2 THE PRINCIPAL DEPUTY HEAD

The Principal Deputy Head is responsible for the implementation of the policy within his specific and specialised areas of responsibility, paying particular attention to academic departments, sports and outdoor education, pastoral care, CCF, middle management, Houseparents, Faculty Heads and the School Nurse.

3.3 THE HEAD OF MOUNT KELLY PREPARATORY SCHOOL

The Head of Mount Kelly Preparatory School is responsible for the implementation of the policy within his specific and specialised areas of responsibility, paying particular attention to academic subjects, pastoral care, senior and middle management and outside activities.

3.4 HEADS OF DEPARTMENT & HOUSEPARENTS

The Heads of each Department within the School are responsible for ensuring that their departments or areas of control are run in accordance with this policy, that the legal requirements are met and that appropriate approved safe systems of work are established. They are also to ensure:

- that all Staff under their control, whether academic or support, understand the practical aspects of this policy and the various legal requirements that apply within their areas of responsibility
- that their departments are aware of the degree of priority that these matters carry and, where appropriate, employees are provided with both the time and encouragement to pursue and implement such matters
- the implementation of all measures required by the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (Amended 2004) and that Staff are aware of and follow the guidance and information which is issued from time to time by both the Health and Safety Officer and the School Housekeeper
- that records are kept of the purchase and distribution of any substance classified under the European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures which came into force on 20 January 2009 in all EU Member States, including the UK. It is known by its abbreviated form, 'the CLP Regulation' or just plain 'CLP'.
- that fire drills and emergency evacuation procedures are kept under review and exercised at suitable intervals. The results of these drills must be forwarded to the Health and Safety Officer for collation, analysis and entering in school records
- that a register of all electrical equipment within their area of responsibility is compiled and maintained. This is to include all private equipment belonging to pupils and details of any item that has been deemed beyond economical repair
- written assessments of all manual handling operations within their area of responsibility are compiled and updated at regular intervals. The completed assessments should be sent to the Health and Safety Officer for review and collation

- it is recognised that all Houseparents and resident House Tutors have a very special responsibility with regard to the security of 'Means of Escape' in the event of a fire during the night and that these responsibilities must take precedence over all others

3.5 TEACHING STAFF

All teaching staff have very specific duties during actual and practice fires and emergency situations. Their prime duty, which must take precedence over all others, is to supervise the safe and timely evacuation of all pupils and visitors. They must therefore be fully conversant with all aspects of means of escape, fire alarm systems, emergency evacuation procedures and other associated matters. All staff members are required to attend the regular Health and Safety INSET training provided and a log of attendance is kept by the Health and Safety Officer.

Teachers are required to promote safety awareness among their students as part of the normal curriculum. This is particularly relevant in the more practical subjects where the risk of injury is ever present.

3.6 SPORTS/ACTIVITIES ADMINISTRATORS AND INSTRUCTORS

Sporting activities may involve elements of danger that unless properly guarded against can be extremely hazardous. Safety precautions cannot remove all the risks, but should identify and eliminate unnecessary dangers. The Health and Safety Officer is to produce generic risk assessments for all sports played by pupils in conjunction with the Sports Department. These risk assessments are available to all staff and will be reviewed termly by the Health and Safety Officer and Assistant Head Co- Curricular to ensure any necessary amendments are made. Additionally an up-to-date record of all suitably qualified instructors and supervisors is to be maintained by the Assistant Head Co-Curricular, noting any limitations and ensuring that relevant qualifications remain extant.

Records are to be maintained by individual administrators and instructors to ensure that periodic inspections of all safety equipment are being carried out. All items such as climbing ropes and life jackets are to be given a unique number that can be identified during its serviceable life.

3.7 THE COMMERCIAL DIRECTOR (MOUNT KELLY ENTERPRISES LIMITED & MOUNT KELLY SWIMMING LIMITED)

There is a requirement to ensure that all members of the public using school facilities are given sufficient information in order to allow them to avoid any risks to their Health and Safety. This is to be achieved by ensuring that members of the public who book the use of a specific building or facility are shown all means of escape that can be used in an emergency. All hirers will be given an agreement form used by the school as a contract, which will carry a specific clause stating that the hirer will ensure proper supervision and take responsibility for the adequate provision of Health and Safety measures for all persons using the facility.

Mount Kelly Enterprises Limited and Mount Kelly Swimming Limited also have separate Health and Safety policies for their own activities and these will take precedence whilst running those activities.

3.8 THE SCHOOL HOUSEKEEPER

The School Housekeeper is responsible, in conjunction with the Health and Safety Officer, for the purchase of everyday consumable goods such as cleaning materials, washing detergents, electrical appliances and soft furnishings etc. The Housekeeper is to ensure that:

- all goods purchased for use in the school are, so far as is reasonably practicable, safe and suitable for the intended task
- electrical goods comply with the latest BS Standards, are protected by a suitably fused plug and if not new are subjected to a safety check before being used
- suppliers of chemical products provide up to date data sheets in order that accurate assessments can be carried out in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (Amended 2004)
- data sheets are distributed to those responsible for the safe custody, stowage and use of chemicals as required by the COSHH regulations 2002 (Amended 2004) and the CLP Regulations (EC) No

1272/2008, and all subsequent legislation. Copies are to be retained by Manager for reference and presentation during any audits.

3.9 SITE MAINTENANCE MANAGER

Responsible for maintaining the site in a good state of repair and appearance including all buildings and facilities, roads and pathways by the following tasks:-

- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works.
- Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services where necessary.
- Liaise with the Bursar in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact.
- Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work.
- Line manage the Maintenance team on Foundation site (either College or Prep).
- Undertake routine inspections of the site including daily maintenance checks.
- Responsible for heating and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost saving projects.
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems and gas and power supplies. Maintain a detailed plan showing the location of these.
- As a primary key holder be prepared to attend out of normal working hours as and when required.
- Monitor traffic on site including adherence to school rules. Along with the Bursar and Health and Safety Officer regularly assess and review traffic & parking policy to ensure optimal safety.
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff.
- Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board.
- Actively participate in the Health and Safety Committee.
- Manage, schedule, and monitor the use of heating, lighting and other mains services to all areas of the site and produce reports as agreed advising senior management in order to ensure the most economical use of fuel and water.
- Supervise and assist with the erection and dismantling of temporary structures such as the school marquee / gazebos as required.
- Participate in and ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

3.10 IT MANAGER

- Line Manager to ICT Technician
- Responsible for managing and controlling all technical aspects of the installation, configuration, operation, maintenance, and development of the Foundation's ICT hardware, software and network infrastructure including:
 - Servers (curriculum, administration, print & intranet)
 - Internet access, cache, filter and router
 - Wired and wireless network devices
 - Network and data security
 - System performance
 - Network infrastructure, DHCP, DNS, subnets, VPNs
 - Management information system
 - Workstations and mobile devices
 - Software
 - Cabling to network devices
 - Networked printing devices
 - Interactive whiteboards and projectors
 - Email system
 - School Virtual Learning Environment
 - Website Design, implementation and upkeep.
- Develop and implement an effective backup and disaster recovery strategy to ensure against loss of data through error, abuse, malfunction or disaster.
- Support and provide advice to all staff members across the Foundation, helping when possible with all areas of ICT hardware, software and network infrastructure.
- Ensure the efficient running of all servers, computers and peripherals throughout the school.
- Resolve ICT problems reported by staff, referring to external support organisations where necessary and keeping staff informed of progress with solutions

3.11 SWIMMING POOL MANAGER

The Swimming Pool Manager is responsible for the purchase of chemicals for the swimming pools; as such they must ensure that:

- All goods purchased for use in the school are, so far as is reasonably practicable, safe and suitable for the intended task
- Suppliers of chemical products provide up to date data sheets in order that accurate assessments can be carried out in accordance with the COSHH Regulations 1999
- Data sheets are distributed to those responsible for the safe custody, stowage and use of chemicals as required by the COSHH regulations, 1999 and the CLP Regulations (EC) No 1272/2008CHIP Regulations, 1999, and all subsequent legislation. Copies are to be retained by Manager for reference and presentation during any audits.
- Ensure all Legionella testing within the pool complex is conducted and aligns with current legislation

- All work conducted within the swimming pool complex is done so under the Swimming Pool Manager's responsibility. They should be aware of work scope and risk assessments of all contractors working in the facility
- Liaise with the Commercial Director (Mount Kelly Enterprises Ltd & Mount Kelly Swimming Ltd) in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact.
- Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work.
- As a primary key holder be prepared to attend out of normal working hours as and when required.
- Regularly walk around the swimming pool complex to monitor maintenance standards, lighting and heating use and pump room. Report and act upon any issues with the appropriate staff.

3.12 CONTRACTORS, CONSULTANTS AND OTHER WORKERS

The school currently employs contractors, consultants and other workers to undertake various tasks including: catering, plumbing and electrical work. All contractors, consultants and other workers are under the supervision of an appropriate School Manager who is required to ensure that:

- The Health and Safety Policy of the Governors is strictly followed whilst working in the school
- Where appropriate, a copy of their company Health & Safety Policy is forwarded to the Health and Safety Officer so that jointly the safest systems of working can be agreed and established

3.13 THE SCHOOL HEALTH AND SAFETY OFFICER

The Health and Safety Officer reports to the Bursar and oversees all Health & Safety matters in the school. The Health and Safety Officer conducts Risk Assessments and Safety Audits to fulfil the requirements of the Management of Health and Safety at Work Regulations 1999 and any subsequent legislation. The Health and Safety Officer must be consulted on all matters likely to affect the safety of pupils or employees of the school. The investigation of injuries sustained by pupils during sporting and other activities rests jointly with the Health and Safety Officer, relevant sports administrator and the School Nurse. The Health and Safety Officer responsibilities also include:

- Advising the Bursar on all Health and Safety matters
- Keeping the Bursar and Governors informed of relevant Health and Safety Legislation changes and ensuring relevant actions are taken as appropriate
- Monitoring and enforcing the regulations for the prevention and control of fire hazards including the testing of fire extinguishers and fire alarms
- Providing advice and assistance to those responsible for Emergency Evacuation Procedures and fire drills
- Monitoring and analysing fire drill reports outlining any shortcomings to the Bursar and relevant Faculty Head/Houseparent
- Maintaining a central record facility for all injuries and taking appropriate action under RIDDOR
- Ensuring that appropriate, timely inspections and tests are carried out in accordance with regulations across the school sites. This may include, but is not restricted to: asbestos; water tanks; fire extinguishers; hot water; school vehicles; Health and Safety equipment, including lifting tackle, training and pressure vessels
- To provide training in Health and Safety at the appropriate level for all employees and to monitor the training matrix for the Foundation

A more detailed role and responsibility can be obtained from the HR Manager which will align with your terms and conditions.

4 HEALTH AND SAFETY COMMITTEE

Function:

- To ensure the Health, Safety and Welfare of all employees and pupils and of contractors, workers and visitors to Mount Kelly
- To meet such regulations as are in force
- to keep this statement of policy up to date by regular review and to ensure that it is brought to the attention of all concerned
- To recommend actions to address issues and improve Health and Safety awareness across the Foundation
- To receive updates on termly Health and Safety issues and ensure resolution where appropriate
- To provide a forum for reviewing, formulating and discussing Health and Safety issues and policy

The Health and Safety Committee meets termly with the following members:

- Chair of Governors (Health & Safety Representative)
- Bursar
- Health and Safety Officer
- Nominated Health and Safety Governor
- Commercial Director of Mount Kelly Enterprises Limited & Mount Kelly Swimming Ltd
- Head of Mount Kelly Preparatory School
- Principal Deputy Head
- School Nurse
- Site Maintenance Managers
- Head Groundsman
- Assistant Head (Co-Curriculum)
- Deputy Head (Pastoral)
- HR Manager
- Head Chef
- Minute Taker

5 HEALTH AND SAFETY INFORMATION

A copy of this Policy is to be given to new employees with their Contract or Statement of Employment.

6 RELATED POLICIES

This policy must be read in conjunction with the following policies which collectively form the Mount Kelly commitment to the Health, Safety and Well-being of all Foundation users:

- Pupil Access to risky areas of school buildings and grounds Policy
- Asbestos Policy
- Bad Weather Policy

- Display Screen Equipment Procedures and Policy
- Electrical (Safety at Work) Policy
- Family Friendly Policies
- Fire Prevention Procedures and Policy
- First Aid Policy
- Legionella (Control of) Procedures and Policy
- Manual Handling Policy
- Off-Site Risk Assessment Policy
- Pandemic Flu Planning Procedures and Policy
- Radon Policy

The Bursar and/or Health and Safety Officer will communicate changes of policy, legislation, or regulations to the relevant members of staff.

7 REVIEW OF THE POLICY

This Policy will be reviewed annually, and updated, modified or amended as necessary to ensure the health, safety and welfare of employees, pupils, contractors, workers and visitors or in the light of managerial or legislative changes.