

THE KING'S SCHOOL IN MACCLESFIELD



HEALTH AND SAFETY POLICY (FOUNDATION)

General Principles

The King's school in Macclesfield is a co-educational Foundation made up of the Sixth Form, Senior Division (11-16), Junior Division (including Infants and Early Years Foundation Stage) and it recognises and accepts its responsibility as an employer to ensure the health and safety of its employees, visitors and pupils, as far as is reasonably practical, as well as those who are affected by the school's activities.

It is the aim of the school to provide a safe and healthy working and learning environment for staff, pupils and visitors. As such, this policy also applies to school sponsored events that occur as external activities such as trips, expeditions, sports fixtures etc. To support this aim, the Governing Body wishes to:

- meet or exceed legal requirements, regulations or agreements
- create a culture where health and safety considerations are part of all school activities
- communicate its aspirations openly with all interested parties
- review the school's systems and procedures
- aim for continuous improvement of its health and safety performance

To this end, the school will provide information, instruction, training and supervision, as far as is reasonably practical, to enable all staff to perform their duties in a safe manner. Staff with major health and safety responsibilities will be sent on appropriate courses and the other training will take place via meetings of senior committees (heads of department etc.), departmental and section meetings and foundation staff meetings. Health and Safety will be a standing agenda item for Senior Management Team Meetings and for Foundation Staff Meetings. The school will provide and maintain working environments to ensure that staff and pupils have adequate facilities and arrangements for the safe fulfilment of the school's functions and aims.

The school requires all staff to display a positive attitude to health and safety and to carry out their duties in a safe manner. Communication of health and safety issues will be via individual training (specific courses attended and development days), information from the school health and safety committee, meetings of senior committees (heads of department etc.), departmental and section meetings and foundation staff meetings. The person in charge of staff development will assist colleagues in finding suitable training and will ensure that new members of staff receive health and safety training as part of their induction.

Responsibilities

The Governors have overall responsibility for ensuring that there is an effective and enforceable policy for the provisions of health and safety at King's. They have overall responsibility for health and safety at the school but this is delegated on a day to day basis to the Head of Foundation who is accountable for ensuring that the policy is being enforced throughout the school. Within the Senior Management Team, the Director of Finance leads on matters of Health and Safety. He is supported by the Health and Safety Officer, the Educational Visits Coordinator, the Foundation Nurse, the Catering Manager and the Estates Manager who will share responsibility for the communication system by which the staff and pupils are advised of health and safety issues.

The school recognises that training is essential to ensure safe working and all staff with specific responsibilities will be provided with training appropriate to their needs. The following responsibility chart outlines the responsibilities of all staff involved in the health and safety structure at King's bearing in mind that all staff at the school have a specific responsibility for their own and colleagues' welfare, as well as for pupils under their care.

The Director of Finance is responsible for advising the Head of Foundation and Senior Management on health & safety matters. The School Health and Safety Officer provides appropriate advice and organises the meetings of the Health & Safety Committee and Progress Group. With the Director of Finance, he is responsible for drawing up the Annual Health & Safety Improvement Plan. The School Health and Safety Officer is a focus for staff wishing to discuss or notify health and safety matters and he co-ordinates the paperwork associated with this position.

Supervisory Staff

All supervisory staff (e.g. Heads of Departments in the senior school, Principal and Vice Principal in the Junior Division, Estates Manager, Catering Manager, co-ordinators, technicians etc.) are directly responsible to the Head of Foundation and Senior Management Team in having overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that in their department:

- they monitor the standard of health and safety
- health and safety information is communicated to the relevant persons
- individual training plans are developed with those posts carrying specific health and safety duties
- all plant, machinery and equipment is in good working order and adequately guarded
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available
- toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- signs used meet the statutory requirements
- they report health and safety concerns to the school health and safety officer or senior management
- they make health and safety a standing item on departmental agendas
- they email health and safety issues to the School Health and Safety Officer

The Duties of Individual Members of Staff

All staff should:

- be familiar with the school's health and safety policy and any safety regulations
- familiarise themselves with the health and safety aspects of their work

- avoid conduct which would put them or anyone else at risk
- ensure health and safety regulations, rules, routines and procedures are applied effectively by staff and pupils
- report any observed defects in premises, equipment and facilities to their Head of department in the first instance (who will report the matter to the Estates Manager)
- take an active interest in promoting health and safety
- suggest ways of reducing risks
- be aware of written advice issued in the Staff Handbook etc

Pupils

The school has a reasonable expectation that pupils will follow school rules and there is an onus on them to obey safety instructions and not to interfere with equipment etc. The level of expectation will obviously vary with the age of the pupil involved.

Hirers, Contractors and Others

The Director of Finance, Commercial Manager and Estates Manager will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

It will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body,

- introduce equipment for use on the school premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards

All contractors who work on the school premises are required to:

- provide written method statements and risk assessments for all work to be carried out
- have appropriate liability insurance
- ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974

Health and Safety Committee

The Governing Body, through the Head of Foundation and Director of Finance, will make arrangements for the establishment of a Foundation Health and Safety committee. Representation on this committee will cover all appropriate areas of work or special hazards. This committee will approve (where necessary) codes of practice for the observation of safety requirements in School. The committee will adopt a strategic role and will develop an Annual Health and Safety Improvement Plan within the school. It will have the power to carry out inspections, audits and other initiative consistent with its role.

The Health and Safety Progress Group will deal with day to day matters and report back to the Foundation Health and Safety Committee on developments, issues and matters of policy.

Medical and related personal matters are to be referred to the School Nurse who will advise the Head of Foundation as appropriate.

Health and Safety Improvement Plan

The Director of Finance will ensure that the school produces a Health and Safety Improvement Plan to cover the premises, methods of work, risk assessments and all school-

sponsored activities. This plan will identify defects and deficiencies, together with the necessary remedial action or risk control measures. It will be updated annually and the actions required monitored and implemented in a timely fashion. These actions will be reported to the Finance and General Purposes Committee on an annual basis together with a report on progress of implementation.

Accident and Incident Reporting

Employees must inform their employer of any injuries they receive at work and the employer will facilitate this by making available an Accident Book to record the basic details. Such information is essential if the injury causes a person to:

- Leave work early
- Visit a doctor
- Go to hospital

Similar arrangements apply for both pupils and students. The book and appropriate forms may be found in the Medical room. Colleagues should report to their Head of Department or Line Manager any incident which, although it did not cause injury, had the potential to do so. If in doubt, they should consult the School Nurse. It is the responsibility of the Director of Finance to report any serious accidents to the Health and Safety Executive.

Review

Each department or section of the school will conduct an annual review of its health and safety performance including any issues of concern or possible performance improvement. The Head of Foundation will conduct regular reviews of the school's health and safety performance and will report to the Governors each term.

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Approved by: Full Board

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HEALTH & SAFETY RESPONSIBILITY CHART

