



## Kent College, Pembury

### HEALTH & SAFETY POLICY

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#### PREAMBLE

This policy is produced in respect of Kent College, Pembury only.

This policy refers to and should be read in conjunction with all relevant school policies, procedures and assessments.



## Part 1 General Statement

### GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

As governors of Kent College, Pembury we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Kent College, Pembury by appointing, Mr Ian Pattenden as the Governor with responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings as a member of the Property and Estates Committee.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmistress. However, as governors, we have determined that the school should adopt the following framework for managing health and safety:

- Mr Ian Pattenden attends the meetings of the school's Health and Safety Committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Property and Estates Committee meeting.
- The minutes of the Property and Estates Committee's discussion on health and safety are tabled at each meeting of the full Governing Body together with any other issues on health and safety that the committee chairman wishes to bring to the Governors' attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Property and Estates Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Assistant Bursar arranges for regular pest control services, and that the Assistant Bursar reports on these aspects to the Property and Estates Committee where appropriate.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Property and Estates Committee for consideration.
- The school has a competent person undertake a risk assessment for legionella, every two years and a monthly water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the



Headmistress, the Bursar, other members of the Executive") and the Assistant Bursar in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Assistant Bursar.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed (.....) Chair of Governors, for and on behalf of the Board

Date (.....)



## **PART 2 School Organisation**

This part of the policy deals with the organisation, planning, implementation, operational monitoring and management review of the policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organisation chart has been prepared to assist in the understanding of the health and safety structure within the school, which is shown at the end of this section.

### **1. Board of Governors (“The Governors”)**

The Governors have overall collective responsibility for health and safety within the school, the Governors have responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the school. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate advice from a competent person will be sought to advise the school and tasks will be delegated to suitable employees in order to assist the Governors in carrying out their duties.

### **2. Headmistress**

The Headmistress will assist the Governors in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the school. The Headmistress will also report on health and safety performance and assist the Governors in implementing changes in the policy which the Governors have approved.

### **3. Assistant Bursar**

The Assistant Bursar, will have day to day management responsibility for ensuring that, so far as reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction

The Assistant Bursar will also act as the School Health & Safety Officer, whose duties will include:

- advising the Headmistress on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Headmistress
- compliance with the Construction (Design and Management) Regulations
- chairing the School Health & Safety Committee

### **4. Heads of Department (Teaching)**

The Heads of Department will ensure, so far as reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) – Head of Science
- Science (radiation) – Head of Physics
- Sports activities – Director of Sport and Wellbeing
- Drama – Head of Drama
- Art (including harmful substances and flammable materials) – Head of Art
- Textiles – Head of Textiles



- Food Technology – Head of Food Technology
- Trips and Visits – Assistant Bursar
- Extra-Curricular Activities – Examinations Officer
- Outdoor Activities – Head of Pastoral and Outdoor Education

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

### **5. Site Manager / Estates Team**

The Site Manager and the Estates Team will assist the Assistant Bursar with the implementation of the following:

- Building Security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of outside contractors visiting site
- Site traffic movements
- Maintenance of school vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities

### **6. External Health and Safety Advisors**

The Assistant Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the school as the need arises
- Engineers monitor and service the School's plant, equipment, including boilers, lifts and hoists annually
- Gym and fitness equipment are inspected and maintained annually
- All machinery used in maintenance, Food Technology and any other relevant department are maintained annually
- In addition to the regular inspections of the catering and food technology areas the Assistant Bursar arranges for:
  - An external professional to take swabs of all knives, chopping boards and other Food Technology equipment three times per year and report on those findings.
  - The professional deep cleaning of all equipment, high level cleaning of the Food Technology areas annually.
  - Appropriate pest control measures are in place.
- The School has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for Legionella, reviewed every two years and a monthly water sampling and testing regime in place.
- The School maintains an asbestos register and the Assistant Bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before any major works take place. They are also responsible for the maintenance of an asbestos management plan. The Assistant Bursar is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The School's radiation protection supervisor (RPS) is responsible for liaison with the radiation protection advisor, Mark Knight from Maidstone NHS, for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations.



The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

## 7. School Health & Safety Committee

The Committee will meet once a term, and will be chaired by the Assistant Bursar. The Governor who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Headmistress of Kent College or the Deputy Heads
- Head of Prep School
- Bursar
- Headmistress' PA
- Transport and Facilities Co-ordinator
- School Nurse
- Catering Manager
- Housekeeping Manager
- Housemistresses
- Head of Art
- Head of Food Technology
- Head of Textiles
- Head of Science
- Director of Sport and Wellbeing
- Head of Drama / Theatre Technician
- Head of Pastoral and Outdoor Education

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 and near misses, and discuss preventative measures;
- Review and update risk assessments;
- Discuss training requirements;
- Monitor the implementation of professional advice;
- Review the safety policy guidance and updating it;
- Assist in the development of safety rules and safe systems of work;
- Monitor communication and publicity relating to health and safety in the work place;
- Encourage suggestions and reporting of defects by all members of staff.

## 8. The School Nurse

The School Nurse is responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health and Safety Executive, following consultation with the Assistant Bursar
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Managing the list of first aiders on site and arranging for suitable training to be carried out as required
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

## 9. Staff

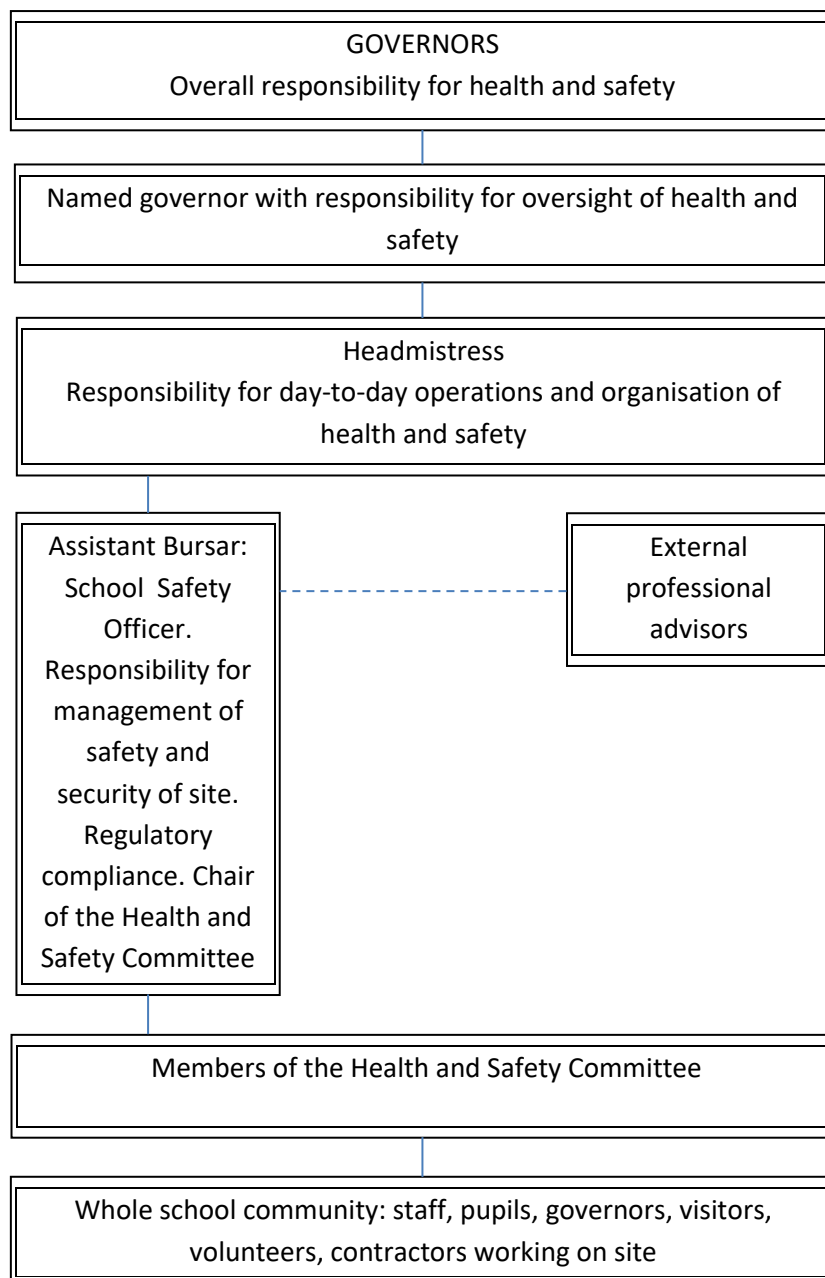
The co-operation of all staff is essential to the success of the policy and the School requests that staff should notify their Head of Department or the School's Health and Safety Officer of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- Follow the policy



- Take reasonable care for the health and safety of themselves and others who may be affected
- Follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- Carry out all reasonable instructions given by managers / senior staff
- Make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- Comply with any reasonable request made by any of the persons named above in relation to their fulfilment of their duties.

**Diagram showing the organisation for health and safety**





## Part 3 Reference

### 1. Whole School Policy Area Guidance

The health and safety arrangements in place have either been established through risk assessment at school level or are national standards.

Full policies and procedures are available to be viewed on the staff shared area at: - staff shared area/policies and procedures. Further information and advice is available from the Assistant Bursar.

Approved by SLT: September 2015

Approved by Full Governing Body: September 2015

Approved by Property and Estates October 2016

Reviewed: October 2017

Approved by Full Governing Body: November 2017