

# **King Edward VI High School for Girls**

## **Health and Safety Policy Statement**

# Part 1 – Health and Safety Policy statement

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

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

Date: September 2017

## Part Two – 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 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 TO EXECUTIVE**

The Foundation delegates day to day responsibility for health and safety matters to the Principal.

The Principal 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 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 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 Principal 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 above.

The Principal has delegated responsibility for these matters to a number of key groups and people within school and details are provided in section 3 and section 4 below. In addition, the areas where responsibility has been delegated are listed in section 5 below together with the details of who retains responsibility.

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 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 Principal 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 Principal and such employees and other persons as may be affected.

## **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 Principal. Exceptionally, if they discover anything dangerous which requires immediate action, they are authorised to take the necessary action and inform the Principal subsequently.

### **2.2.1 The Safety Officer – Susan Pallister**

The Health & Safety Officer is responsible for advising the Principal on the measures needed to work safely, co-ordinating any safety advice given in the School by the Safety Committee,

the specialist advisors in particular departments and any external safety consultants. They should report any breaches of the safety regulations to the Principal and inform her if any new or special hazards are about to be introduced into the School.

### **2.2.2 The Safety Co-ordinator – Jill Oldfield**

As Chair of the Safety Committee, she 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, she 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 and the Safety Officer.

The Safety Officer and the Safety Co-ordinator are together responsible for carrying out a designated procedure for general Risk Assessment, including Fire Risk Assessment, annually during the Autumn term.

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 Assistant Head (Kam Sangha) (Andrew Duncombe whilst KS is on maternity leave) and the Principal.

### **2.2.3 The nominated Governor for Health and Safety**

The post of nominated Governor for Health & Safety is Tim Clarke.

### **2.2.4 The external Health and Safety Advisor**

Capita has performed a site audit in December 2014 and an action plan is in process to remediate areas of risk. Capita updated the audit in May 2016 and January 2017 and findings were presented to Governors in July 2017. Capita provide a telephone support service and will act as Competent Person for the School.

### **2.2.5 Safety Committee**

All the School's managers and employees have statutory responsibilities under The HASAW etc. Act '74, and responsibilities from the School's Health and Safety Policy Statement (see Section 3). Working in parallel to this day to day management organisation, and acting as an advisory body to all staff, is the KEHS 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 Principal may arrange for an executive instruction to be issued to ensure appropriate action is taken.

Each separated building has a Health and Safety Co-ordinator who will represent his/her location at the termly meeting of the Committee. For KEHS, this will include a representative from the Sports Department and the Art Department.

The Role of the Committee is as follows:

- Monitor and review the School's Health and Safety procedures and arrangements. Suggest improvements where necessary.
- Review all Accident/Incident Reports and the School's Accident/Incident Performance. Ensure the corrective measures taken are adequate and effective.
- Conduct periodic Safety Inspections of the premises and facilities. This is in addition to the regular inspections by each location's Co-ordinator.
- Set strategies for safety training and for changes to the School's Policy in the future.
- Adapt and act on new Health and Safety Legislation as it becomes applicable to the School's activities and operations.
- 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.

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

The 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. All of these areas are responsible to the Safety Officer who reports to the Principal.

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

### Safety and security

Description of responsibility	Delegated to:	Additional supporting policies or procedures
Building security (including alarms, CCTV, locking external doors and windows)	Facilities Manager who in turn has delegated day to day management to the Head Porter	None
Preventing unsupervised access by pupils to potentially dangerous areas such as swimming pool, gym, science laboratories, food technology room	Facilities Manager and Head Porter 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 receptionist	Safeguarding Policy

### Vehicles

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

### 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.	Matron, School Doctor, Vice Principal Pastoral	First Aid policy

Escorting pupils to hospital	Matron	First Aid policy
Checking that all first aid boxes are kept replenished	Matron	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	Facilities Manager to Head Porter	Weekly porters check
Ensuring that combustible materials and flammable rubbish are regularly removed from classrooms and all areas of the school.	Facilities Manager to 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 Officer together with Form Tutors	Fire Safety, Procedures and Risk Assessment
Testing all fire alarms weekly and recording all tests.	Facilities Manager to Head Porter	Fire Safety, Procedures and Risk Assessment
Arranging an annual inspection of fire alarms, fire detection, and fire extinguishers	Assistant Facilities Manager	None
Arranging annual testing cycle for emergency lighting and addressing any remedial issues	Assistant Facilities Manager – delegated to DG Electrics	None
All gas appliances (boilers, kitchen equipment) are regularly maintained and serviced by Gas Safe Registered Engineers	Assistant Facilities Manager – delegated to Joint Commercial Building Services Ltd (3 year contract)	None
Landlord's gas safety certificates are held for all school domestic accommodation	Facilities manager – delegated to British Gas	None
Electrical Safety Testing – 5 year testing	Facilities Manager - delegated to electrical contractor	None
Regular portable appliance testing	Facilities manager – delegated to electrical contractor or performed in house	None
Switching off all kitchen equipment at the end of service	Catering manager	None
Securing all flammable materials used in	Heads of Science, DT,	None

teaching or maintenance locked in purpose made, flame-proof containers	Art, Facilities Manager, Head Groundsman	
Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends	Network Manager	None

### Water and drainage

Description of responsibility	Delegated to:	Additional supporting policies or procedures
Maintaining water quality	Assistant Facilities Manager	Water policy (legionella testing and temperature monitoring)
Ensuring drains and gutters are kept unblocked	Facilities Manager – delegated to Head Porter	None

## 2.4 ADDITIONAL RESPONSIBILITIES HELD BY OTHERS

### 2.4.1 Heads of Department

Department Heads are directly responsible for the health and safety for 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.

Classroom based subjects: English, Maths, History, Geography, Languages, Classics, RS	Jean Moule, Harry Kavanagh, Andrew Wager, Andy Duncombe, Rebecca Coetzee, Rachel Jackson-Royall,
Food technology	Sally Huxley
Art	Nick Bassett
Physical Education	Sarah Blanks
Science	Jill Oldfield
Library	Adam Rodgers
IT	Simon Cox
Support Staff	Jenny Butterworth (Assistant Bursar)
Premises and Facilities	Rob Ratcliffe (Facilities Manager)

Heads of Department will ensure the completion of adequate Risk Assessments for all activities in their sphere of operations. Specific arrangements for departments where specific activities have been identified are listed in Part 3 of this policy.

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.

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 3.5 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 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 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.
- (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 Principal 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 3
- (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 supervisor or the Safety Officer or if necessary, the Principal

**2.4.3 Pupils**

Pupils at KEHS are not expected to have full knowledge over 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. This expectation is set out in the school rules.

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## PART 3 Risk Assessments

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There are a number of site specific risk assessments which relate to the School building as a whole and are undertaken by the support staff. Risk Assessments related to specific departments or activities are dealt with in the section related to the responsibilities of Heads of Departments set out below.

The following activities / areas have particular areas of risk at King Edward's High School. As a consequence, pupils are not allowed unsupervised access to:

PE and swimming pool: where the Head of PE keeps risk assessments for: all outdoor games, swimming, gymnastics, dance and gym usage.

Science: where the Head of Science keeps risk assessments for all experiments, and the use of storage of equipment. COSHH assessments and CLEAPSS Hazcards are kept on the use and safe storage of all chemicals. The science department keeps records of all subject specific training by teachers and technicians. Laboratories are kept locked when not in use and prep rooms are also kept locked when there is no technician in attendance.

Art: The Head of Art keeps risk and COSHH assessments for the ceramic studio, the use and safe storage of oil based paint and other flammables. Records of staff training are kept.

Drama: The Performing Arts Centre technician keeps risk assessments for lighting, sets, the safe construction, movement, building and dismantling of scenery, props and staging. Records of staff training are kept.

Pupils are not allowed access to catering, grounds, facilities workshops or various plant rooms throughout the school buildings. Access to these areas is kept locked when not in use. Each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products and records of staff training are kept.

Whole school policies and risk assessments supplement these departmentally-based risk assessments. As the schools shares a site with King Edward's School, some of these are campus wide.

<b>Policy</b>	<b>School or Campus</b>
<b>Accessibility plan</b>	<b>School</b>
<b>Anti-bullying policy</b>	<b>School</b>
<b>Asbestos</b>	<b>Campus</b>
<b>Critical Incidents</b>	<b>School</b>
<b>Disability policy</b>	<b>School</b>
<b>Display screen equipment</b>	<b>Campus</b>
<b>Educational Visits</b>	<b>School</b>

<b>First Aid</b>	<b>School</b>
<b>Fire safety, procedures and risk assessment</b>	<b>School</b>
<b>Gas, water and electrical safety</b>	<b>Campus</b>
<b>Health &amp; Safety notices</b>	<b>Campus</b>
<b>Legionella</b>	<b>Campus</b>
<b>Manual handling</b>	<b>Campus</b>
<b>Portable Appliance Testing</b>	<b>Campus</b>
<b>Risk Assessments: Guidance on</b>	<b>Campus</b>
<b>Security including lone working</b>	<b>Campus</b>
<b>Slips and trips</b>	<b>Campus</b>
<b>Swimming pool safety</b>	<b>Campus</b>
<b>Working at height</b>	<b>Campus</b>

## Part 4 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
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	Safety Officer (done as part of new staff induction)
Inducting new staff in health & safety	Pastoral deputy, bursar and facilities manager (as part of wider induction)
Identifying the specific training needs of other staff	All Heads of Department and line managers (as listed in 2.4.1 above)
First aid training	Matron together with the VP Pastoral

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

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## Part 5      Review of this policy

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This policy is prepared by the Bursar and has been 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 in March. Personnel names have been updated for the new academic year in September 2017.

Z K Robinson

*The Bursar is responsible for the monitoring and review this policy. Staff mentioned in this Policy statement should have copies of it.*

*The implementation and review of the school's health and Safety Policy statement are presented to the Education Committee of the ISGB.*

## Appendix A – Health & Safety Room 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.

### Section 1

Room \_\_\_\_\_ Teacher in charge \_\_\_\_\_

### 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 (should be on the wall next to the door)?			
Fire extinguisher seal OK (if provided)?			
Hazardous substances stored correctly?			
First Aid notice in place (if provided)?			
First Aid box in room (if provided)?			
First Aid contents complete (if provided)?			

### Section 3 – Equipment

	Please tick the appropriate box		
	N/A	Y	N
Electrical sockets and switches undamaged?			
Lighting fittings in good order?			
Are all lights working correctly? If not, count # of bulbs not working			
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)?			

**Section 5 – Additional Information**

DETAILS OF DEFECTS FOUND (please list)

**Section 6**

Audit conducted by (please print full name) \_\_\_\_\_

Date of Audit \_\_\_\_\_

Signed \_\_\_\_\_

**Completed forms should be returned to Facilities Manager**

BY: \_\_\_\_\_