



HEALTH AND SAFETY POLICY

Parts 1 and 2

Owner(s)	Estates Bursar
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Part 1 – Health and Safety Policy Statement

As Governors of Queen's Gate School 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 Queen's Gate School by appointing Simon Underwood as Chair of our Premises and Health and Safety Committee, with responsibility for overseeing health and safety matters.

Day-to-day responsibility for the operation of health and safety at the School is vested with the Principal. However, as Governors, we have specified that the School should adopt the following framework for managing health and safety:

Simon Underwood 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 meeting of the Premises Committee.

The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the Committee Chair wishes to bring to the Board's attention.

The external fabric of the School, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals. Their reports are considered by the Premises 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 catering contractor arranges for independent hygiene and safety audits of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services.

The School has fire risk assessments, carried out by a competent person, which are reviewed every year for progress on completion of items in the action plan, and updated every two years (more frequently if 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 Premises Committee.

An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety and the general state of the School, and reports on actions required with recommended timescales. The progress of implementation is to be monitored by the Premises Committee.

The School has a competent person to undertake a risk assessment for legionella every two years and a quarterly water sampling and testing regime is in place.

The School has a policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height' training where appropriate. Health and safety training that is related to an

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individual employee's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training is provided to members of the teaching staff who are 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 Principal, the Finance Bursar, Estates Bursar and other members of the Senior Management Team, to facilitate the Governors' compliance with health and safety duties. All members of staff are responsible for reporting any significant risks or issues to the Estates Bursar.

All employees are briefed on where copies of this statement can be obtained. They will be advised 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 our Health and Safety Policy.

Reica Gray

Chair of Governors, for and on behalf of the Board

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Part 2 – Organisation and Responsibilities

1. Introduction

This document confirms the responsibilities for the implementation of the Health and Safety Policy of Queen's Gate School. The Governors of the School have collective responsibility for health and safety. The Governor with specific responsibility for reporting on health and safety matters is Simon Underwood.

Whilst the overall responsibility for health and safety rests with senior management, it is the responsibility of every employee to play their part in providing and maintaining a safe place of work.

2. Management of Health and Safety

The School has developed a Health and Safety Policy to ensure high health and safety standards are achieved whilst also meeting the educational, community and commercial needs of the School. Details of the organisation and responsibilities are contained within this section and cover the following:

- The responsibilities of all staff
- The responsibilities of School bodies or committees, including the Board of Governors, the Senior Management Team (SMT) and the Health and Safety Committee
- The responsibility of individuals, including various levels of management

By assessing each item of the Health and Safety Policy on a regular basis and acknowledging the status of each item, the School will ensure momentum is maintained and continuous improvement sought.

3. Ongoing Health and Safety Improvements

The School is committed to ongoing improvement and seeks to implement all items raised from annual audits and specific departmental inspections. It also includes the actions arising from key risk assessments, incident investigations and changes to operating procedures.

This plan identifies:

- The recommendations with priorities
- The proposed action and the person assigned to implement the action
- Proposed completion dates.

The plan is updated when recommendations are implemented. It is reviewed regularly by the Health and Safety Committee to ensure that recommendations are progressed and to amend the actions and timescales where appropriate.

4. Organisation

The organisational arrangements for managing health and safety in the School are described in the following pages of this document. A flow diagram showing responsibility for health and safety management follows this section.

5. Responsibilities of All Staff

All School employees have a legal duty to look after their own health and safety and that of others who may be affected by their acts or omissions. They also have legal duties to co-operate with the School to enable the School to comply with any imposed duties and to properly use anything provided in the interests of health, safety and welfare.

All employees have the following specific duties:

- To read and understand the School Health and Safety Policy and comply with the prescribed arrangements and objectives
- To take reasonable care of their own safety and the safety of students, visitors and others
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- To co-operate with School management to ensure compliance with health and safety legislation and best practice
- To use any machinery, equipment, substances, vehicles or safety devices in accordance with any training in the use of the equipment and instructions
- To report all accidents and incidents, hazards, dangerous occurrences and damage to plant, equipment etc., which they consider to be a serious and immediate danger to health and safety to their Line Manager, the Bursar or another member of SMT
- To use the necessary protective clothing and equipment
- To observe and follow all safe working practices
- To be actively involved consulting with employees on a regular basis.

6. Duties of the Board of Governors

The Governors have collective responsibility for the oversight of health and safety within the School. They will monitor the effectiveness of the implementation of the Health and Safety Policy and any associated procedures and will direct that it should be revised as and when necessary. The Board of Governors will also provide strong health and safety leadership and will ensure all decisions reflect the commitment to provide a safe environment for all and will seek the active participation of employees and pupils in improving health and safety.

The aims of the Board of Governors are to:

- Prevent accidents and ill-health arising from the School's activities, so far as is reasonably practicable
- Ensure compliance with all relevant health and safety legislation
- Ensure a safe environment is provided for all users of the School
- Actively promote and be fully involved in continuously improving health and safety.

In particular, the Board of Governors will ensure, so far as is reasonably practicable that:

- Sufficient and appropriate financial and other necessary resources are made available to meet health, safety and welfare requirements
- The effectiveness of the School's risk management is assessed regularly
- Health and safety is duly considered at appropriate Governors meetings and when making senior management appointments
- A Governor is appointed with specific responsibility for reporting to them on health and safety
- Health and safety receives as much attention and strategic importance as any other aspect of the School's management
- The Senior Management Team are aware of their role and responsibilities in the effective management of health and safety and in providing leadership throughout the School
- The Senior Management Team have suitable training and instruction to enable them to take immediate action to prevent breaches in health and safety
- Arrangements are in place to ensure employees are given adequate information, instruction, training and supervision to allow them to carry out their tasks safely.

7. Health and Safety Committee

The Committee comprises of the following staff members:

- Principal
- Estates Bursar
- HR Manager
- Head of DT
- Head of Science
- Catering Manager
- Maintenance Manager
- Head of Art
- Head of PE
- Educational Visits Coordinator (EVC)
- Representatives from Welfare and Administrative Staff
- Kevin Clarke – The Culham Consultancy – External Health and Safety Consultant

The Committee will meet on a regular basis; the duties of the Committee include:

- Overseeing the implementation of the Health and Safety Policy in controlling risks so far as is reasonably practicable
- Assessing and leading the development of the 'Safety Culture' of the organisation, encouraging in particular an understanding of the importance of health and safety and personal responsibility
- Agreeing priorities, plus responsibilities, timescales and resources required for the development of Policies and Procedures in order to comply with legislation and the promotion of best practice throughout the organisation
- Directing and co-ordinating developments and revisions to Policies and Procedures
- Identifying matters that should be discussed at Board of Governors meetings.

Part 2 – Organisation and Responsibilities (Individual Responsibilities)

8. Governors Responsible for Reporting on Health and Safety

Responsibility for reporting on Health and Safety is currently a shared responsibility of the Health and Safety Committee and the Governors Estates (including Health and Safety) Committee. Responsibilities include, so far as is reasonably practicable, the following:

- Seeking to ensure that health and safety is given priority and importance by the Board of Governors in its deliberations
- Consulting with the Principal, Bursar and Health and Safety Consultant
- Attending the Health and Safety Committee and seeking to ensure the Committee is working effectively to fulfil its responsibilities
- Receiving copies of all RIDDOR and major incident and accident reports and monitoring that appropriate action has been taken by the School
- Monitoring the School's Policies and Procedures to ensure they operate effectively.

9. Estates Bursar

The Estates Bursar has been assigned executive responsibility to oversee health and safety management on a day to day basis, reporting directly to the Governor Responsible for Reporting on Health and Safety to the Board of Governors.

The Estates Bursar responsibilities include so far as is reasonably practicable:

- To take the lead in the implementation of health and safety policies and procedures and to set a positive direction and example in ensuring health and safety is managed effectively
- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Working closely with the Principal to seek to ensure risk reduction is promoted in all areas and disciplines of the School
- Chairing the Health and Safety Committee
- Supervising the operation of health and safety practices in key areas, including seeking to ensure that managers understand and accept their responsibilities
- Monitoring the effectiveness of the management system as regards estates and administrative work
- Ensuring risks are properly managed in order to minimise the liabilities to The School
- Seeking to ensure that health and safety responsibilities are clearly defined and allocated to the appropriate staff members
- Seeking to ensure in conjunction with the Health and Safety Adviser that the Health and Safety Policy is reviewed and updated on a regular basis, and that the document is available to employees
- Seeking to ensure all employees are adequately trained and experienced to carry out their Health and Safety responsibilities
- Ensuring liabilities are adequately covered by both Public and Employers Liability Insurance.

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10. Principal

The Principal is appointed by the Board of Governors as having oversight for health and safety in all academic and co-curricular elements of the School and will work closely with the Bursar to seek to ensure the successful day to day management of health and safety.

The Principal's responsibilities include so far as is reasonably practicable:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Promoting a proactive and continuing interest in health and safety matters throughout the School
- Providing positive and visible leadership to establish a strong health and safety culture throughout the organisation
- Regularly consulting with the Director of Pastoral Care and the Educational Visits Coordinator
- Seeking to ensure the co-operation of all staff at all levels as regards working to this Policy
- Seeking to ensure that any changes in curriculum and also changes in systems of work on the pastoral side are considered for health and safety implications.

11. Senior Management Team

The Senior Management Team consists of the Principal, Vice Principal, Finance Bursar and Directors.

The Senior Management Team are responsible for:

- Ensuring the Schools strategic direction is established and efficiently communicated to staff
- Ensuring measures are in place to monitor the health and safety performance within the organisation and to formally report to Governors regarding health and safety matters
- Ensuring the key risks to the organisation are identified, assessed and managed effectively and reviewed frequently
- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Promoting a proactive and continuing interest in health and safety matters throughout the School and ensuring a good example is set in managing health and safety matters
- Providing positive and visible leadership to establish a strong health and safety culture throughout the organisation
- Ensuring compliance with all necessary legislative requirements and promoting best practice wherever reasonably practicable
- Regularly consulting with the external Health and Safety Consultant.

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12. Heads of Departments (HoDs)

The Heads of Departments are responsible to the Principal for the implementation of the School's Health and Safety Policy relating to academic activities within each department, which includes:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Being an active member of the Health and Safety Committee
- Monitoring the effectiveness of the Health and Safety Policy in relation to academic, pastoral and co-curricular activities and reporting to the Principal as appropriate
- Consulting with the Estates Bursar
- Seeking to ensure the co-operation of all academic and pastoral staff at all levels as regards working to the management system
- Seeking to ensure that all teaching staff understand their responsibilities and are given both the time and the encouragement to implement them
- Seeking to ensure that all activities, both educational and co-curricular, are carried out safely using the processes in the management system, especially including the pro-active use of risk assessments.

13. Designated Safeguarding Lead/ Director of Pastoral Care

The Designated Safeguarding Lead / Director of Pastoral Care are responsible to the Principal for monitoring and evaluating implementation of the School's compliance with the Independent Schools Statutory Regulations (and associated Government Guidance) and with Data Protection law. The role includes:

- Reading and understand the School's Health and Safety Policy and checking compliance with the prescribed arrangements
- Being represented on the Health and Safety Executive Committee
- Monitoring the quality of documented procedures in relation to Safeguarding (ISSRs Parts 3&4) and working with the HR Manager to ensure these procedures are implemented
- Monitoring and implementing suitable and sufficient levels of Health, Safety and Security (ISSRs Parts 3&5), to ensure procedures and practices reflect legal compliance as a minimum
- Consultation with the Bursar, Principal, and HR Manager
- Ensuring that procedural changes in academic, pastoral and co-curricular activities are considered for their health, safety and child protection implications.

14. Maintenance Manager

The health and safety responsibilities of the Maintenance Manager role include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements.
- Actively promoting hazard awareness and safe working practices
- Undertaking and reviewing risk assessments (e.g. safe systems of work) for all work activities, including areas such as, use of machines and work equipment, COSHH, Noise, Hand Arm Vibration, Manual Handling, Working at Height
- Leading regular discussion within the Bursar regarding potential health and safety issues and resolving or reporting matters as appropriate.
- To carry out relevant Health and Safety checks as requested/agreed by the Bursar.

15. Educational Visits Coordinator (EVC)

The health and safety responsibilities of the Educational Visits Coordinator include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements.
- To ensure health and safety arrangements are given due consideration throughout the planning process of each educational visit
- Undertaking pre-visit risk assessments in order to assess the suitability of events and trips
- Assessing the competence and suitability of external organisations who will be involved in hosting or organising trips and excursions to ensure they have all required health and safety arrangements in place and can demonstrate competence
- Ensuring trip assessments take into account the individual and group capabilities of the pupils attending
- Establishing suitable levels of supervision for each trip and ensuring these levels are met
- Ensuring risk assessments are completed and reviewed by SMT in good time prior to each educational visit and ensuring staff are aware of the need to submit information well in advance of trips
- Monitoring and reviewing the outcomes of trips and reporting back to SMT with any recommendations on a regular basis.

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16. Maintenance Staff

The health and safety responsibilities of the include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements.
- Actively promoting hazard awareness and safe working practices
- Ensuring all equipment used in the School is safe, without defects and regularly maintained and serviced in line with the manufacturer's recommendations
- Undertaking and reviewing risk assessments (e.g. safe systems of work) for all work activities, including areas such as: use of machines and work equipment, COSHH, Noise, Hand Arm Vibration, Manual Handling, Working at Height
- Leading regular discussion within the Maintenance Manager regarding potential health and safety issues and resolving or reporting matters as appropriate.

17. Other Functional Managers

This section refers to the managers of functions not specified above.

Their health and safety responsibilities include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Actively promoting hazard awareness and safe working practices within their Departments and teams
- Undertaking and reviewing risk assessments and designing appropriate risk control systems (e.g. Safe Systems of Work) for all work activities
- Providing information, instruction and training to staff, seeking to ensure in particular that they understand their responsibilities for health and safety
- Supervising the activities of staff seeking to ensure they are complying with School policies and safe working practices and monitoring the operation of control measures within the department
- Leading regular discussion amongst their team regarding potential health and safety issues and resolving or reporting matters as appropriate.

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18. Teaching Staff

Teaching Staff will be responsible for ensuring that all agreed and necessary health and safety measures are observed and applied.

In addition to their normal supervisory role they will have specific duties to:

- Read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Inform, instruct and train pupils as necessary in the identification and avoidance of hazards and the safe performance of their work
- Seek to ensure that health and safety rules and procedures are, where appropriate, observed e.g.: use of guards and other safety equipment, wearing of protective clothing, safe handling of hazardous substances including observing COSHH Assessments
- Seek to ensure that any unsafe practices are identified and appropriate remedial action is taken
- Recommend any necessary improvements or changes to seek to eliminate hazards and to seek to identify and eliminate potential accidents
- Continually stimulate a knowledge, interest and awareness of health and safety by discussions with colleagues and pupils.

19. School Welfare / Administrative Staff

The Bursar, in liaison with SMT, the HR Manager and key administrative staff, will ensure occupational health matters, such as policies, procedures and facilities required to maintain a healthy working environment, plus responses to major medical situations e.g. epidemics.

Health and safety responsibilities include:

- To read and understand the School's Health and Safety Policy and comply with the prescribed arrangements
- Ensuring all medicines are correctly stored and administered and access to anything harmful is restricted
- Maintaining accurate records of all accidents and illness
- Reporting serious injuries and illness to the Principal when appropriate.

20. External Health and Safety Consultant

Health and safety advisers act in a purely advisory capacity, communicating directly with the Bursar. Responsibilities include the following:

- Providing competent health and safety advice where requested
- Carrying out a regular health and safety inspections reporting the results to the Bursar who will present to appropriate Governors Meetings
- Ensuring the School is updated with any changes in health and safety legislation
- Investigating incidents when requested.

Part 2 – Organisation and Responsibilities (Statutory Requirements)

21. Visits By Enforcing Authorities

The Health and Safety at Work Act is enforced by inspectors appointed by the Health and Safety Executive (HSE) who have the discretion to visit the school at any time to confirm that the regulations are being properly applied. It is School policy that all members of staff co-operate fully with Enforcing Authority Inspectors, affording them such information as is necessary for them to carry out their duties.

Part 2 – Organisation and Responsibilities (Diagram)

