

**MOUNT
KELLY**

Boarding and Day School
Boys and Girls, Aged 4-18

Health and Safety Policy

(The policy applies to all pupils including EYFS)

Reviewed April 2024

Next Review April 2025

Owner Governors (Director of Finance and Operations and Clerk to Governors)

The policy covers Mount Kelly Foundation and its trading subsidiaries being but not limited to Mount Kelly Enterprises Limited, Mount Kelly Overseas Limited and Mount Kelly Swimming Limited. Unless specifically stated, these are referred to as 'the Foundation' throughout this document.

This policy is approved for adoption from 1 September 2024.

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Definitions

For the purposes of this document:

- The Mount Kelly Foundation is referred to as the Foundation or the School;
- The Foundation includes Mount Kelly College, Mount Kelly Prep, Mount Kelly Enterprises Limited, Mount Kelly Swimming Limited and Mount Kelly Overseas Limited;
- Pupils refers to all pupils, including EYFS, being educated or on site at the School.

This policy covers:

Part 1: **Statement of Intent** - the Foundation's commitment to managing Health and Safety.

Part 2: **Organisation Roles and Responsibilities** - how roles and responsibilities are delegated and outlines the specific health and safety measures taken to manage health, safety and wellbeing risks.

Part 3: **Health & Safety Arrangements** – identifies the specific health and safety policies adopted by the Foundation.

Part 1: Statement of Intent

1.1 General Statement of Health and Safety Policy

The Governors of Mount Kelly are committed to achieving high standards of health and safety throughout the Foundation. This commitment will be afforded to all employees and those not in employment who may be affected by the work activities of the Foundation such as pupils, visitors (including parents), volunteers, contractors and the general public. The Foundation is committed to ensuring that all reasonable measures are in place to maintain and enhance staff wellbeing so that staff can lead productive and healthy working lives.

The Foundation recognises and accepts its responsibility as an employer under the Health and Safety at Work Act 1974, its related statutory provisions as well as other common law duties. This policy sets out clearly the responsibilities for the active management of Health and Safety within the Foundation. Governors have delegated the day-to-day responsibility for the overseeing of Health and Safety to the Director of Finance and Operations.

This policy will be brought to the attention of all employees through the induction process for new staff and during an annual briefing at the start of each academic year.

Details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document.

This policy will be reviewed annually and published on the Foundation website.

1.2 Health and Safety Charter

As an organisation, the Foundation will:

- Implement and monitor a management system for Health and Safety across the business.
- Maintain a Foundation Risk Register to ensure appropriate monitoring and control of risks.
- Maintain a Risk Assessment programme to identify, assess and manage risks associated with employees, pupils, processes, property and site-specific environments.
- Investigate all potential Health and Safety issues in order to protect and prevent anybody from becoming injured or unwell.
- Comply with all applicable and appropriate Health and Safety legislation as well as relevant regulations and standards.
- Encourage employees and pupils to share the responsibility of health and safety at work and provide them with such information, training and resources needed to maintain a healthy and safe working environment.
- Actively inform and discuss Health and Safety issues with all members of the Foundation community.
- Provide, within reason, sufficient resources and funds to ensure that this policy can be affectively incorporated into the Foundation's activities.
- In the event of a global pandemic instigate, under the direction of the Principal and DFO, Health and Safety procedures as required, ensuring appropriate monitoring and control of risks through the Foundation Risk Register.

1.3 Approval

Name	Position	Signature	Date
Ian MacQueen	Chair of Governors		28 June 2024
Rob Orsmy	Governor responsible for Health and Safety		28 June 2024
Guy Ayling	Principal		28 June 2024
Jessica Paine	Director of Finance and Operations		28 June 2024

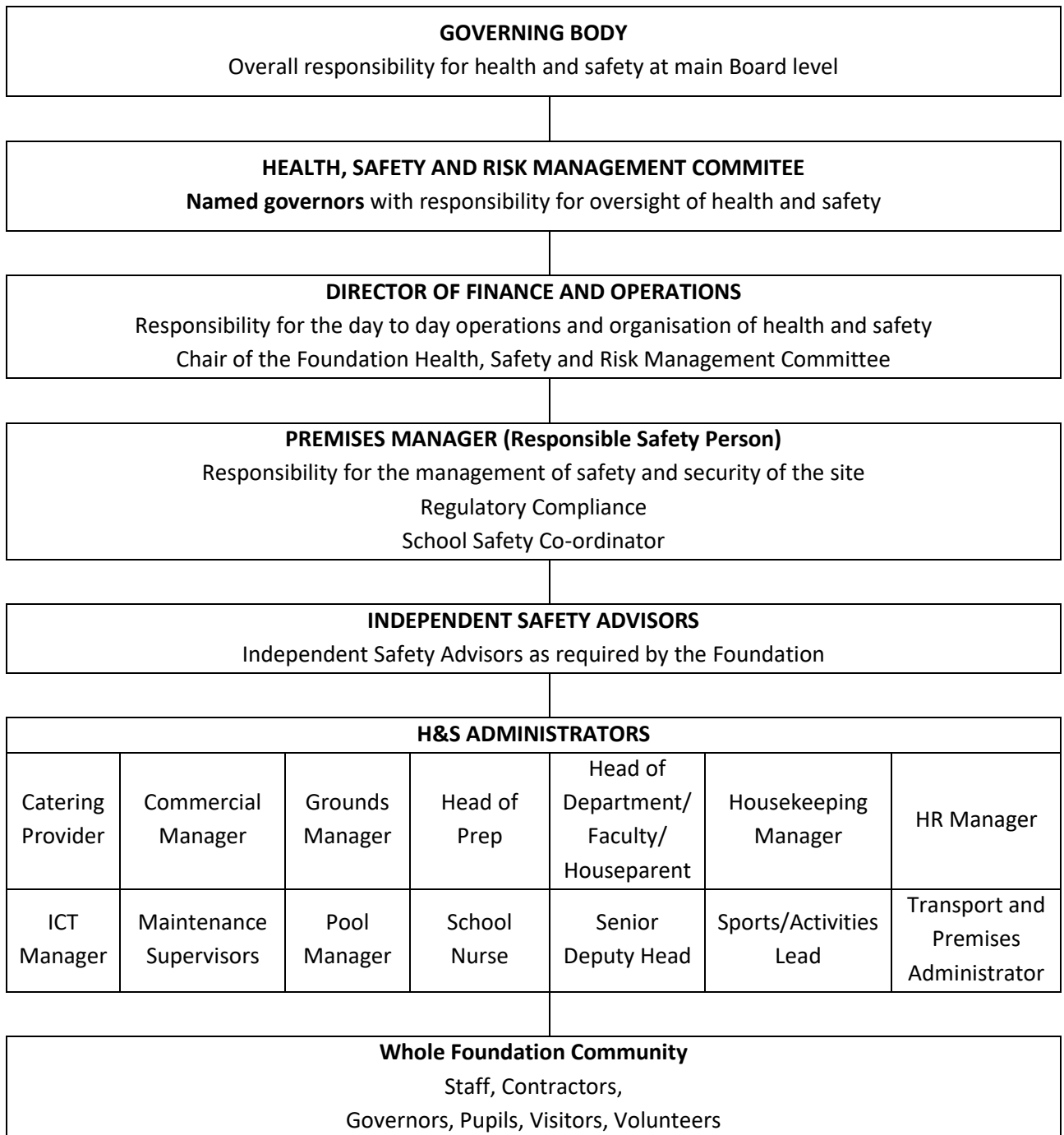
Part 2: Organisation Roles and Responsibilities

2.1 General

This part of the Foundation Health and Safety Policy establishes and allocates the duties and responsibilities to staff throughout the Foundation including the planning, implementation, operational monitoring and management review of the Policy.

The Foundation recognises it is not possible to identify all health and safety control measures in one policy document. The local details for the management of health and safety are recorded in risk assessments.

This document also covers the development of general policy and how employees (and others) are to be trained to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the Foundation., which is shown overleaf.



2.2 Duties of the Board of Governors ("The Board")

As the Employer, the duties of the Board include the duty to produce and regularly review the Health and Safety Policy for the Foundation. This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, as far as is reasonably practical, the health and safety of staff, pupils and others affected by the organisation.

Governors have delegated the day-to-day responsibility for the overseeing of Health and Safety at the School to the Director of Finance and Operations.

In addition, these strategic duties include the requirement:

- to take reasonable steps to ensure that the organisation is following the Foundation's policies and procedures and promote a sensible approach to health and safety;
- to make adequate resources available so far as is reasonably practical, to enable obligations in respect of Health and Safety to be met;
- to identify a lead Trustee for health and safety who will actively monitor and promote health and safety across the Foundation by raising matters with the Health, Safety and Risk Management Committee or senior leaders as necessary;
- to ensure, where appropriate, advice from a Competent Person/External Advisor is to be sought to advise the Foundation;
- will ensure that health and safety is considered in all aspects of decision making and;
- to ensure responsibility is delegated to suitable employees in order to assist the Board in carrying out its duties.

2.3 Duties of the Principal

The Principal will ensure that:

- health and safety is considered in all the decision making of the Foundation;
- adequate resourcing of all aspects of health and safety management is in place;
- appropriate health and safety training is provided to all staff;
- the Foundation is following the employer's health and safety policy;
- effective communication with governors and the Foundation's workforce is maintained, and give clear advice to pupils and visitors regarding the significant risks on site;
- recognised Trade Union safety representatives/employee representatives and safety committees are consulted with as appropriate and;
- staff understand their responsibilities and know how to access support and advice to enable them to manage risks responsibly.

2.4 Director of Finance and Operations (the "DFO")

The DFO holds overall executive responsibility to give effect to health and safety management arrangements and will assist the Board in directing the overall management, development and implementation of the Policy and defining the aims of the Policy.

They are responsible for the overall Health and Safety on a daily basis. Areas of responsibility are defined below:

- ensure health and safety is considered in all the decision making;

- chair the Health, Safety and Risk Management Committee (the “HSRM Committee”) and ensure that points raised are actioned appropriately;
- receive and consider a termly 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, together with any new areas of risk that have or may arise;
- source and take advice from suitably qualified staff and experienced safety consultants;
- ensure the provision of appropriate health and safety training to all staff;
- be responsible for the Health and Safety of the Senior Leadership Team, and non-teaching staff managers;
- ensuring that the financial infrastructure, systems and resources are available to facilitate the health and safety objectives of the Foundation;
- ensure management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- ensure staff and visitors are aware of the onsite procedures and precautions to follow;
- oversee accident and incident reporting and;
- act as the line manager for the Responsible Safety Person.

2.5 Premises Manager (Responsible Safety Person)

The Premises Manager is to report to the DFO and take on day to day responsibility for the implementation of safety procedures and for ensuring the Foundation complies with appropriate Health and Safety legislations so far as is reasonably practical.

The Premises Manager is to conduct 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 Premises Manager must be consulted on all matters likely to affect the safety of pupils, staff, visitors or contractors to the premises.

The Premises Manager’s duties also include, but are not limited to:

- Keeping the DFO and Governors informed through the HSRM Committee 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 DFO as well as either the Commercial Manager, Head of Prep, Senior Deputy Head, Head of Prep and/or relevant Faculty Head/Houseparent as appropriate;
- Ensure that building compliance is in place with respect to electricity, fire, legionella, structure, gas, pupil security and welfare;
- Maintaining adequate accident records book and reporting notifiable accidents to the Health & Safety Executive;

- Maintaining the general Personal Protective Equipment stores;
- Prepare summary reports for the School Health and Safety Committee;
- Site traffic movements;
- To ensure training in Health and Safety at the appropriate level for all staff and to monitor the training matrix for the Foundation;
- Assisting staff in the preparation of risk assessments;
- To ensure that the school has sufficient members of staff who are first aid trained and;
- Managing Contractors on site;
- Ensuring compliance with the Construction (Design and Management) Regulations; in particular ensuring that individuals know their specific duties as defined by the regulations. The Premises Manager is to clearly define “the Client”, “the Principal Contractor” and the “Principal designer” on each occasion before any work is sub contracted out. The Premises Manager is responsible for producing a file for each project as required by the regulations.

2.6 Safety Advisors

From time to time it may be appropriate to consult with an independent Safety Advisors. The Safety Advisors will be appointed by the Premises Manager or DFO and will:

- Provide expert and timely advice to the Foundation on all safety matters;
- Provide advice for safe operating procedures as appropriate and;
- Review and advise on Health and Safety policies.

2.7 First Aiders

The Foundation will be responsible for ensuring nominated staff are suitably trained in first aid. First Aiders will be responsible for:

- Ensuring their training and skills are kept up to date;
- Treating injuries and ill health arising in the workplace to the best of their ability;
- Recording all treatment given and report usage of First Aid Kits to the School Nurse and;
- Reporting and investigating all accidents and incidents.

2.8 Administrators

Health and Safety Administrators are referenced in Part 2 Organisation Roles and Responsibilities. Administrators are generally Team Managers or Head of Faculties. Administrators will be responsible for:

- Adopting and understanding all Health and Safety Policies and Procedures;
- Ensuring all training records are up to date for their teams/department;
- Sharing safety information with managers, staff, pupils and visitors as appropriate;
- Carry out induction training for employees and contractors;
- Record and respond to all Health and Safety reports;
- Report the absence from work for any employee following an accident to the HR Manager and Premises Manager in the first instance, providing the relevant information for the accident;
- Will maintain the quality and application of the accident reporting procedure;

- Ensuring First Aid coverage is in excess of the statutory minimum for all applicable activities and events;
- Formally record Tool Box Talks, subjects, contents and personnel in attendance and;
- Monitor the risk assessment database.

2.9 Employees (“Staff”)

The co-operation of all staff is essential to the success of the Policy. All staff are expected to notify their Head of Department/Premises Manager of any hazards to Health and Safety that they notice and to any suggestion they wish to make regarding Health and Safety. Staff are required to:

- Take reasonable care for the Health and Safety of pupils, themselves and others who may be affected;
- Follow requirements imposed on the Foundation or any other person under Health and Safety law and co-operate fully so as to enable the duties upon them to be performed;
- Comply with any reasonable request made by any of the persons named in this Policy in relation to the fulfilment of their duties, participate in all health and safety training provided and apply it in the working environment;
- Take note of health and safety information provided and apply it in the working environment;
- Make use of all equipment provided in the interests of health and safety;
- Assist with risk assessments as required;
- Report all accidents and incidents involving themselves;
- Take reasonable care for their own health and safety and that of other who may be affected by what they do, or fail to do;
- Cooperate with Senior Management, other staff members, contractors and other to enable them to maintain a safe workplace and;
- Raise health and safety concerns in line with their working arrangements.

2.10 Contractors

The Foundation utilises contractors, consultants and other workers to undertake various tasks including but not limited to plumbing and electrical work. All contractors, consultants and other workers are under the supervision of the Premises Manager or an appropriate Health and Safety Administrator who is required to ensure that:

- This Health and Safety Policy is strictly followed whilst working at the Foundation;
- Where appropriate, a copy of their company Health & Safety Policy is shared with the Premises Manager so that jointly the safest systems of working can be agreed and established;
- Always act in the best interests of safety, both their own and that of others;
- Participate in all health and safety training provided and apply it in the working environment;
- Take note of health and safety information provided and apply it in the working environment;
- Make use of all equipment provided in the interests of health and safety;
- That appropriate responsibilities as laid down by the CDM regulations are clearly defined
- Assist with risk assessments as required and;
- Report all accidents and incidents involving them.

2.11 Radiation Protection Supervisor

The Radiation Protection Supervisor (RPS) has the day-to-day responsibility for the security, safe storage, use and monitoring of radioactive sources in the school, and for ensuring that staff understand the Standard Operating Procedures and model risk assessments.

Full details of the RPS responsibilities are set out in the Radon Policy.

The RPS will need to:

- be directly involved with work using ionising radiations, including practical teaching;
- be able to exercise the authority to ensure that all work with radioactive sources follows the school's Standard Operating Procedures and specific risk assessments;
- be aware of the hazards, risk assessments and control measures for each radioactive source kept by the school or college;
- be able to supervise, though you need not be present all the time;
- make sure that all teachers and technicians (especially new ones) who need to handle or use sources have had the training they need and;
- know what to do in an emergency. The Head of Science has the main responsibility for monitoring that teaching is effective and safe, not the RPS. If you become aware of unsafe practice in teaching practical radioactivity, or staff not complying with the Standard Operating Procedures, you should inform the head of science.

Part 3: Health and Safety Arrangements

This section details the specific arrangements adopted by the Foundation and the associated procedures.

Policy Reference	Policy Title
HS001	Asbestos Policy and Procedure
HS001A	Asbestos Management Plan
HS002	Bad Weather Policy
HS003	Contractors Policy
HS004	Contractors Leaflet
HS005	Contractors Risk Assessment Policy
HS006	COSHH Policy and Procedure
HS007	Display Screen Equipment Procedure
HS008	Dogs in the Workplace Policy
HS009	Electricity (Safety at Work) Policy
HS010	Fire Prevention Policy and Procedure
HS011	First Aid Policy (and EYFS)
HS012	Glazing Policy
HS013	Permit to Work Policy and Procedure
HS014	Legionella Written Control Scheme
HS015	Lone Working Policy and Procedure
HS016	Managing Stress Policy
HS017	Manual Handling Policy
HS018	Off-Site Risk Assessment Policy
HS019	Pandemic Flu Policy and Procedure
HS020	Radon Policy

HS021	Risk Assessment Policy
HS022	Slips and Trips Policy
HS023	Traffic Movement on Site Policy
HS024	Working at Heights Policy
HS025	Use of School Vehicle Policy