



Health and Safety Policy

“All Staff, Pupils, Visitors and Contractors have a duty to ensure the Health and Safety of all personnel on and in the Foundation’s property, and when carrying out activities associated with the school. All Staff, Pupils, Visitors and Contractors have a duty to bring to the attention of a responsible member of staff or Governor any activity, or action, or building defect which they believe is a risk to the Health and /or Safety of any person or persons employed by, visiting or being taught at the school.”

Adopted	March 2020
Revised	November 2020
Reviewed	N/A
Next review	October 2020
Owner	Governors (Headmaster and Clerk to the Governors)

Document Approval			
Name	Position	Signature	Date
Kevin Wilson	Chair of Governors		
Guy Ayling	Principle of the Foundation		

The policy covers Mount Kelly Foundation, Mount Kelly Enterprises Limited and Mount Kelly Swimming. Unless specifically stated, these are referred to as 'the School' throughout this document.

Revision History			
Review date	Rev	Reviewer	Changes
27 Mar 2020	00	N/A	Policy approved by Governors
17 Nov 2020	01	Chris Watts – HSO	Addition of document approval and revision history tables. Page numbers amended.

MOUNT KELLY HEALTH & SAFETY POLICY

Part 1: General Statement of Health and Safety Policy

The Governors of Mount Kelly recognise their collective responsibility under the Health and Safety at Work Act 1974 for providing, so far as is reasonably practicable, a safe and healthy environment for all of their employees, pupils, contractors, visitors (including parents) and others who could be affected by the Foundation's activities.

Mount Kelly includes the College, the Prep School, Mount Kelly Enterprises Ltd and Mount Kelly Swimming Ltd. Unless otherwise stated, the term "School" is all encompassing. The Directors of Mount Kelly Enterprises Ltd and Mount Kelly Swimming Ltd are all governors of the Mount Kelly Foundation.

In their role as employers, the Governors attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a safe and appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective and safe learning can take place. All Health and Safety decisions should be made in the light of Mount Kelly's commitment to the effective and ongoing safeguarding of its pupils.

The Governors in producing this policy aim to set out clearly the responsibilities for the active management of Health and Safety within the school. They have delegated the day-to-day responsibility for the overseeing of Health and Safety at the School, to the Principal/Head. The Governors, have produced this policy as the framework for managing Health and Safety.

The Head Master is to have management responsibility for Health and Safety within the School and is to be the Chair of the Health and Safety Committee. The Head Master will be assisted by the Health and Safety Officer (HSO), who will monitor School activities in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The HSO will produce 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; this report is tabled at the termly Health and Safety Committee.

A nominated Governor will attend the meetings of the School's Health and Safety Committee meetings and receive copies of all relevant paperwork

The minutes of the Committee's discussion on Health and Safety are to be tabled at each meeting of the full Governing Board together with any other issues on Health and Safety that the Head Master, or any other employee, wishes to bring to the Board's attention.

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 Head Master will arrange for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services as required.

The Head Master is to ensure that fire risk assessments are carried out by a competent person. The fire risk assessments are to be reviewed every year, and an action plan prepared to reduce any risks. The action plan is to be kept up to date, and should note any significant changes that are made to the interior of buildings or when new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended.

The HSO is to regularly review the overall arrangements for Health and Safety, including fire safety, the general state of the School, and reports on actions required with recommended timescales. The HSO is to ensure that risk assessments are prepared by those responsible for activities undertaken by the school.

The Head Master is to ensure that a competent person undertakes a risk assessment for legionella, every two years and a monthly water sampling and testing regime is in place.

The Head Master is to ensure that School has a comprehensive policy in place for the training and induction of new staff in Health and Safety. Related items should include basic 'manual handling' and 'working at height training' and Health and Safety training that is related to an individual member of staff's functions, (such as a science technician,) are to be provided in addition to the 'standard' induction training. First aid training and minibus driver training are to be provided to any teaching staff who are involved with trips and visits and to selected other members of staff and 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 Head Master, other members of the Senior Leadership Team ("SLT") and the HSO in order to ensure the Foundation complies with its Health and Safety duties and responsibilities.

All members of staff have a responsibility for reporting any significant risks or Health and Safety issues to the Head Master or the HSO.

All employees are to be briefed on where copies of this statement can be obtained on the School's intranet. They should acknowledge that they have read this policy. They are to 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