

PART 2: ORGANISATION

This part of the Policy sets out the organisation, planning, implementation, operational monitoring and management review of the Policy. It 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 School, which is shown at the end of this section.

BOARD OF GOVERNORS ("THE BOARD")

The Board has overall collective responsibility for Health and Safety within the School. It has a responsibility to ensure that Health and Safety issues are considered and addressed, and that the Policy is implemented throughout the School. The Board of Governors will make adequate resources available so far as is reasonably practicable, to enable obligations in respect of Health and Safety to be met. Where appropriate, advice from a Competent Person/ External Advisor is to be sought to advise the School. Responsibility will be delegated to suitable employees in order to assist the Board in carrying out its duties.

DIRECTOR OF OPERATIONS

The Director of Operations will assist the Board in directing the overall management and development of the Policy and defining the aims of the Policy. The Director of Operations is responsible for the overall Health and Safety within the school on a daily basis but shall delegate areas of responsibility as defined below. The Director of Operations is responsible for implementing the policy and communicating the responsibilities associated with the management of Health and Safety within the School. The Director of Operations will be responsible to the Board for implementing the Policy and any changes that the Board have approved.

The Director of Operations will be responsible for the Health and Safety of the Senior Leadership Team, and non-teaching staff managers.

The Director of Operations will chair the School Health and Safety Committee and ensure that points raised are actioned appropriately.

HEALTH & SAFETY OFFICER (HSO)

The Health and Safety Officer (HSO) is to report to the Director of Operations and oversee all Health & Safety matters in the school as directed. The HSO 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 HSO must be consulted on all matters likely to affect the safety of pupils, staff or visitors to the school. The investigation of injuries sustained by pupils during sporting and other activities rests jointly with the HSO, relevant sports administrator and the School Nurse. The HSO's duties also include, but are not limited to:

- Keeping the Director of Operations and Governors informed 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 Director of Operations and relevant Faculty Head/Houseparent.
- Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive.
- Keeping statistics and preparing summary reports for the School Health and Safety Committee.
- Site traffic movements.
- To provide 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.

The HSO will have day to day management responsibility for ensuring that the School complies with appropriate Health and Safety legislation, so far as is reasonably practicable. The HSO is responsible for advising the Director of Operations if the school fails to comply with any legal requirements for;

- Safety and security
 - Fire safety
 - Electrical safety
 - Gas safety
 - Water quality
 - Food Safety???
 - Building Safety
 - Asbestos
 - Emergencies
 - Staff induction
- The HSO is responsible for ensuring a competent person carries out timely maintenance and testing of all equipment and alarms associated with the above.
- The HSO is responsible for informing the Director of Operations if any buildings or grounds are unsafe or failing to conform to the requirements of Health and Safety

legislation. The HSO is to be assisted in this duty by those members of staff (teaching and non-teaching) who use individual buildings (or parts of buildings) and the grounds on a daily/regular basis, together with the Maintenance Managers, The HSO is to advise the Director of Operations on what actions are required to make any buildings or grounds safe and of any action required to conform to the appropriate H&S legislation.

- Machinery used in Design and Technology and the maintenance department are serviced annually.
- Compliance with the Construction (Design and Management) Regulations; in particular ensuring that individuals know their specific duties as defined by the regulations. The HSO is to clearly define “the Client”, “the Principal Contractor” and the “Principal designer” on each occasion before any work is sub contracted out. The HSO is responsible for producing a file for each project as required by the regulations.
- Compliance with building regulations and obtaining building regulation approval when and where required, together with the appropriate certificate on completion.

PRINCIPAL DEPUTY HEAD

The Principal Deputy Head is responsible for the implementation of policy, and Health and Safety within his specific and specialised areas of responsibility, and as directed by the Head Master, paying particular attention to academic departments, sports and outdoor education, pastoral care, CCF, middle management, House Parents, Faculty Heads and the School Nurse. He/she is to take responsibility for, and delegate as appropriate for the building security on the college site out of working hours during the school term.

HEAD OF PREP

The Head of Prep is responsible for the implementation of this policy within his specific and specialised areas of responsibility, and as directed by the Head Master. He is to pay particular attention to academic departments, pastoral care, sport, outdoor activities and hobbies. Health and Safety at the Pre-Prep school will be under his responsibility, although he may formally delegate some areas to the Head of the Pre-Prep. He/she is to take responsibility for and delegate as appropriate for the building security on the prep school site out of working hours during the school term.

HR MANAGER

The HR Manager is responsible to the Head Master for monitoring Staff illness and absenteeism, signs of work-related stress and other work-related illnesses within Staff at the Foundation. The HR Manager is to produce a quarterly report on Staff illnesses and absenteeism to the Governors, noting any trends. He/She is responsible for maintaining a Policy and Risk Assessments for work related illness.

HEADS OF DEPARTMENT & HOUSEPARENTS

The Heads of each Department and Houseparents within the School are responsible for the Health and Safety of their Departments, and staff, ensuring that their departments or areas

of control are run in accordance with this policy, that the legal requirements are met and that appropriate approved safe systems of work are established. They are also to ensure:

- that all Staff under their control, whether academic or support, understand the practical aspects of this policy and the various legal requirements that apply within their areas of responsibility
- that their departments are aware of the degree of priority that Health and Safety carries and, where appropriate, employees are provided with both the time and encouragement to pursue and implement such matters
- the implementation of all measures required by the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (Amended 2004) and that Staff are aware of and follow the guidance and information which is issued from time to time by both the HSO and the School Housekeeper
- that records are kept of the purchase and distribution of any substance classified under the European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures which came into force on 20 January 2009 in all EU Member States, including the UK. It is known by its abbreviated form, 'the CLP Regulation' or just plain 'CLP'.
- that fire drills and emergency evacuation procedures are kept under review and exercised at suitable intervals. The results of these drills must be forwarded to the HSO for collation, analysis and entering in school records.
- Whilst advice can be sort from both the HSO and Maintenance managers, Heads of Department and House Parents are to take "ownership" of the buildings that they use, and are to have a daily responsibility for Health and Safety within those buildings.
- Heads of Department and House Parents 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 Faculty
 - Sports activities – Director of Sport
 - Drama – Head of Drama
 - Art (including harmful substances and flammable materials) – Subject Lead Art & Photography
 - Music – Director of Music
 - Design & Technology – Subject Lead Design & Technology
 - Outdoor lessons – Director of Studies
 - Trips and visits – Director of Activities
 - Ammunition and firearms – Combined Cadet Force Contingent Commander

They are also responsible for identifying, organising (and maintaining records) of training that are relevant to their area of control, sending copies to the HSO where relevant.

- Written assessments of all manual handling operations within their area of responsibility are to be compiled and updated at regular intervals. The completed assessments should be sent to the Health and Safety Officer for review and collation
- it is recognised that all Houseparents and resident House Tutors have a very special responsibility with regard to the security of 'Means of Escape' in the event of a fire during the night and that these responsibilities must take precedence over all others

TEACHING STAFF

Teachers are required to promote safety awareness among their students as part of the normal curriculum. This is particularly relevant in the more practical subjects where the risk of injury is ever present. They have a duty to report to the HSO any areas in which they believe there is a shortcoming in Health and Safety.

All teaching staff have very specific duties during actual and practice fire and emergency situations. Their prime duty, which must take precedence over all others, is to supervise the safe and timely evacuation of all pupils and visitors. They must therefore be fully conversant with all aspects of means of escape, fire alarm systems, emergency evacuation procedures and other associated matters. All staff members are required to attend the regular Health and Safety INSET training provided and a log of attendance is to be kept by the HSO.

Teaching staff are responsible for preparing their own Risk assessments as required.

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.

You 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

SPORTS/ACTIVITIES ADMINISTRATORS & INSTRUCTORS

Sporting activities may involve elements of danger that unless properly guarded against can be extremely hazardous. Safety precautions cannot remove all the risks, but should identify and eliminate unnecessary dangers. The HSO, in conjunction with the Sports Department, is to produce generic risk assessments for all sports played by pupils. These risk assessments are available to all staff and are to be reviewed annually by the HSO and Director of Sport / Activity Lead as appropriate to ensure any necessary amendments are made. Additionally, an up-to-date record of all suitably qualified instructors and supervisors is to be maintained by the Director of Sport & Director of Activities as applicable, noting any limitations and ensuring that relevant qualifications remain extant.

Records are to be maintained by individual administrators and instructors to ensure that periodic inspections of all safety equipment are being carried out. All items such as climbing ropes and life jackets are to be given a unique number that can be identified during its serviceable life.

HOUSEKEEPING MANAGER

The Housekeeping Manager is responsible for the purchase of everyday consumable goods such as cleaning materials, washing detergents and electrical appliances for use by Housekeeping Staff, and soft furnishings etc. The Housekeeping Manager is to ensure that:

- all goods purchased for use in the school are, so far as is reasonably practicable, safe and suitable for the intended task
- electrical goods comply with the latest BS Standards, are protected by a suitably fused plug and if not new are subjected to a safety check before being used
- suppliers of chemical products provide up to date data sheets in order that accurate assessments can be carried out in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (Amended 2004)
- Data sheets are distributed to those responsible for the safe custody, stowage and use of chemicals as required by the COSHH regulations 2002 (Amended 2004) and the CLP Regulations (EC) No 1272/2008, and all subsequent legislation. Copies are to be retained by the Housekeeping Manager for reference and presentation during any audits.
- To ensure that appropriate risk assessments are carried out and records duly maintained.
- He/She is responsible for the Health, Safety and Welfare of his/her Staff.

SITE MAINTENANCE MANAGERS / HEAD GROUNDSMAN

The Site Maintenance Managers and the Head Groundsman will be responsible to the Director of Operations for the following:

- The Health, Safety and Welfare of their Staff

- Advising the Director of Operations on requirements for Structural surveys to give advice on the internal and external fabric of the school.
- Commissioning engineers to maintain and service the school's plant, equipment, including boilers, lifts and hoists annually.
- advising the Director of Operations on maintenance requirements, and ensuring that such maintenance is carried out
- Building security (delegated to Mount Kelly Enterprise Limited and/or Mount Kelly Swimming Limited as appropriate during school holidays and/or out of normal working hours)
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visiting contractors and workers.
- 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 used in their work activities.
- Their staff have and use the appropriate Personal Protective Equipment (PPE)
- Are responsible for ensuring that all works conform to current building regulations and that appropriate certificates are issued on completion of works. These are to include but are not limited to Building control certificates, electrical certificates, Gas safe certificates, OFTEC certificates and FENSA certificates.
- Are responsible for their duties assigned to them under CDM regulations and for producing a Health and Safety file on completion of works for each building that work has been carried out on in accordance with CDM regulations.

They are responsible for ensuring safe working practices of their staff, producing appropriate risk assessments, and ensuring that all equipment that they use is maintained and in date for servicing and other safety checks. They are to ensure that their staff are appropriately trained for any equipment that they use and that first aid kits are available for use by their staff.

The Head groundsman will be responsible for notifying the Director of Operations of plants that are dangerous to health and invasive species such as Japanese Knotweed that could pose a risk to buildings. He/She is also responsible for ensuring, as far is reasonably practical, that all trees within the grounds are safe and have tree surveys carried out as required.

SCHOOL NURSE

The School Nurse will be responsible for:

- The Health, Safety and Welfare of Her/His staff.

- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.
- That all drugs and medicines within her control are kept securely stored.
- Carrying out appropriate risk assessments including but not limited to: food allergies and other allergic reactions.
- Assisting School Staff to prepare Medical Risk Assessments for trips/visits/activities.
- Providing appropriate advice, medical equipment and first aid kits for trips/visits/activities.
- The servicing and maintenance of the defibrillators on site.
- Ensuring minor injuries are recorded, and that the HSO is given a copy of any accident report that may result.

THE COMMERCIAL MANAGER (Mount Kelly Enterprises & Mount Kelly Swimming)

The Commercial Manager will be responsible for the Health and Safety of the staff, pupils, visitors and members of the public using the facilities available to Mount Kelly Enterprises and Mount Kelly Swimming.

He/she is to ensure that all members of the public using school facilities are given sufficient information in order to allow them to avoid any risks to their Health and Safety. This is to be achieved by ensuring that members of the public who book the use of a specific building or facility are shown all means of escape that can be used in an emergency. All hirers are to be given an agreement form used by the school as a contract, which will carry a specific clause stating that the hirer will ensure proper supervision and take responsibility for the adequate provision of Health and Safety measures for all persons using the facility.

He/She is responsible for the security of buildings let out during the school holidays (see Maintenance Manager's responsibilities)

Mount Kelly Enterprises Limited and Mount Kelly Swimming Limited also have separate Health and Safety policies for their own activities and these will take precedence whilst running those activities. These policies are to be reviewed annually by the Director of Operations.

COMMERCIAL POOL MANAGER

The Commercial Pool Manager is responsible for the health and safety and welfare of his/her staff and visitors to the pool.

The Commercial Pool Manager is responsible for the purchase of chemicals for the swimming pools; as such he/she is to ensure that:

All goods purchased for use in the school are, so far as is reasonably practicable, safe and suitable for the intended task

Suppliers of chemical products provide up to date data sheets in order that accurate assessments can be carried out in accordance with the COSHH Regulations 1999

- Data sheets are distributed to those responsible for the safe custody, stowage and use of chemicals as required by the COSHH regulations, 2000 and 2004, and the CLP Regulations (EC) No 1272/2008, and all subsequent legislation. Copies are to be retained by the Swimming Pool Manager for reference and presentation during any audits.
- Ensure all Legionella testing within the pool complex is conducted and aligns with current legislation
- All work conducted within the swimming pool complex is done so under the Commercial Pool Manager's responsibility. They should be aware of work scope and risk assessments of all contractors working in the facility.
- Liaise with the Commercial Manager (Mount Kelly Enterprises Ltd & Mount Kelly Swimming Ltd) in the preparation of maintenance and capital expenditure project / work plans; liaise with contractors and be their main point of contact.
- Manage all contractors within the pool, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work.
- As a primary key holder be prepared to attend out of normal working hours as and when required.
- Regularly walk around the swimming pool complex to monitor maintenance standards, lighting and heating use and pump room. Report and act upon any issues with the appropriate staff.
- Good housekeeping practises are maintained.
- There are adequate, qualified lifeguards on poolside.
- Ensure that appropriate risk assessments are produced and kept up to date

CATERING MANAGER

The Catering Manager is responsible for:

- The Health, Safety and Welfare of his/her staff
- ensuring the safety and training of personnel working within the kitchens
- The provision of safely cooked food to all staff, pupils and visitors.
- Ensuring that effective precautions are taken to protect staff, pupils and visitors who might have food allergies.
- An external professional takes swabs of all knives, chopping boards and other kitchen equipment three or four times a year and report on those findings.
- An independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.

- Professional advice from a dietician on healthier food, menu planning and special diets as needed.
- The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year.
- Ensuring that all catering equipment is maintained in safe working order, and that operatives of any equipment are correctly trained.
- appropriate pest control measures to be in place.
- That the kitchens are secured when not in use and that Chef's knives are properly stored.
- Providing and maintaining risk assessments as appropriate for catering activities.
- The school's adherence to Health and Safety in catering and cleaning is subject to external inspection by the Environmental Health Department.

ICT MANAGER

The ICT manager is responsible for:

- Ensuring that all aspects of the school's ICT hardware, software and network infrastructure conform to all relevant safety standards.
- Ensuring that no drilling for cable runs etc. takes place without liaising with the HSO for potential asbestos issues and/or breaches of fire compartmentalisation.
- Ensuring that appropriate risk assessments are maintained.

TRANSPORT OFFICER

The Transport Officer is responsible for:

- Ensuring that all vehicles are road worthy, serviced correctly, in date for MOT and road tax.
- Ensuring that all vehicle data held, including insurance, is up to date and compliant with traffic regulations through regular audits of data, coupled with regular vehicle checks.
- Ensuring that staff drive only those classes of vehicles authorised by their driving licence and that they undergo a familiarisation drive before they are permitted to drive a minibus.
- Ensuring the School remain compliant with the latest legislation in regards to vehicles and driving.
- Ensuring that vehicles have first aid kits and fire extinguishers where appropriate.

HEAD OF FINANCE

- The Head of Finance is responsible for the Health, Safety and Welfare of the Bursary Staff.
- The Head of Finance is to ensure that the School maintains Employers, Public liability, Buildings, and motor insurance. He/she is to advise the Headmaster at least 3 months before renewal of the policies are due.

DIRECTOR OF SPORT

The Director of Sport is responsible for:

- Ensuring that all Gym, fitness and sporting equipment is serviced, maintained and safe for use as applicable.
- Ensuring all sports specific Risk Assessments are in date, fit for purpose and reviewed at appropriate intervals with the HSO.
- Ensuring that sports coaches and assistants are qualified and in-date both sporting and first aid.
- Ensuring that all sports fixtures & competitions have appropriate first aid cover.

DIRECTOR OF ACTIVITIES

The Director of Activities is responsible for ensuring:

- The member of Staff leading any trip/visit/activity carries out Risk Assessments.
- Such Risk Assessments should include, but are not limited to transport, first aid, catering, and the activity itself.
- He/She should ensure that all applicable Health, Safety and Welfare measures are in place before allowing the trip/visit/activity to go ahead.

STAFF

The co-operation of all Staff is essential to the success of the Policy and the Governors expect that all staff will notify their Head of Department / School Safety Co-ordinator of any hazards to Health and Safety that 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 Pupils, 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 Pupils and their own 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 the fulfilment of their duties.
- Prepare Risk Assessments for activities as appropriate.

CONTRACTORS, CONSULTANTS & OTHER WORKERS

The school employs contractors, consultants and other workers to undertake various tasks including catering, plumbing and electrical work. All contractors, consultants and other workers are under the supervision of an appropriate School Manager who is required to ensure that:

- The Health and Safety Policy of the Governors is strictly followed whilst working in the school
- Where appropriate, a copy of their company Health & Safety Policy is forwarded to the HSO so that jointly the safest systems of working can be agreed and established
- That appropriate responsibilities as laid down by the CDM regulations are clearly defined
- Providing copies of appropriate risk assessments

SCHOOL HEALTH AND SAFETY COMMITTEE

The Committee will meet once a term, and will be chaired by the Director of Operations. The nominated Health and Safety Governor will attend these meetings. The other members of the Committee will be:

- Principal Deputy Head
- Head of Prep
- Deputy Head (Pastoral)
- Health and Safety Officer
- School Nurse
- Site Maintenance Managers
- Head Groundsman
- Human Resources Manager
- Head Chef
- Commercial Manager
- Commercial Pool Manager
- ICT Manager????
- Transport Officer
- Housekeeping Manager

The role of the Committee is to:

- Discuss matters concerning health and safety, including any 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 update it as necessary.
- 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.

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY

