

**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 2023

Next Review April 2024

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 2023.

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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 School, 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 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 and are available upon request.



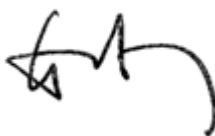

This policy will be reviewed annually and published on the Foundation website.

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		30 th June 2023
Rob Orsmy	Governor responsible for Health and Safety		30 th June 2023
Guy Ayling	Principal		30 th June 2023
Jessica Paine	Director of Finance and Operations		30 th June 2023