

Health and Safety Policy and Management Arrangements

Last review: May 2018

An overview of how Katharine Lady Berkeley's School delivers its policy commitments on health and safety

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Introduction

Our approach to health and safety (H&S) is first and foremost shaped by the desire to avoid harm to people. We also recognise that good H&S performance is synonymous with good educational performance and believe that incidences of ill health and injuries at the School can be minimised through the operation of a robust risk assessment regime and associated management controls. Due to the nature of some activities it is accepted that residual risks will remain.

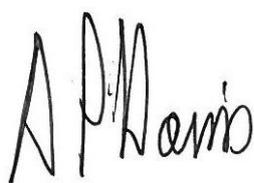
This document describes the management arrangements and responsibilities for delivering our commitments, aims and beliefs on H&S, which are set out in the School H&S policy statement. Overall responsibility for H&S at the School rests with the Governing Body but H&S is the responsibility of all members of the School community. It is essential that the contents of this document are understood and followed by all at the School and that all students are made aware of and fulfil their individual responsibilities within the safe framework provided by the School.

The School H&S policy, H&S management system and accompanying standards, frameworks and guidance apply to all aspects of School activities. Compliance with the provisions of the H&S policy, system and standards are mandatory and subject to periodic audit.

All visitors to the site will be required to comply with this policy and the School will ensure that they are informed of their specific responsibilities while on School premises.

Copies of this document will be made available to relevant authorities, parents, carers, suppliers, contractors, joint venture partners and other stakeholders as a means of demonstrating our commitment to H&S and our ability to manage H&S risks effectively.

By effectively implementing the policy and management arrangements we can collectively move towards our vision of being known for providing a safe controlled environment at the School in order to achieve high educational standards within which staff and visitors work.



A P Harris
Headteacher



H Holman
Chair of Governors

H&S Policy Statement

The School aims to provide a safe working environment for all people on its premises and during school organised activities which take place off site by evaluating hazards and minimising the risks associated with the educational activities undertaken and those activities relating to the general operation of the School. Where hazards are identified, the School will follow the industry hierarchical standard approach with regard to risk control of:

- Eliminate
- Reduce
- Isolate
- Control
- Use of Personal Protective Equipment
- Discipline

The School will look to minimise incidents that occur by considering analysing and evaluating any incidents and, where possible, by improving the way in which activities are undertaken. Continual improvement will be achieved by the implementation of a robust risk based H&S management system and the review of the system.

The School will meet relevant legal, educational and other obligations relating to H&S.

The Senior Leadership Team is responsible for enacting this policy and giving H&S equal priority to all other educational and operational issues. Implementation will be through line management and it will involve students and staff in the achievement of the School's H&S objectives. Where necessary, the School will seek advice from external experts to gain and confirm compliance. Everybody engaged in School activities is expected to accept their responsibility to learn and work safely, adhering to safety rules and work procedures, using safety equipment provided, and generally contributing to the maintenance of a safe and healthy place of learning and work. The School will ensure that, in fulfilling its responsibilities, it will take failure to adhere to the documented requirements seriously and will follow-up failings through the appropriate disciplinary channels.

The School is committed to effective communication and consultation on H&S matters with all staff, students and other relevant parties and will report internally on its H&S performance on a regular basis. It will provide appropriate health and safety training to students and staff to enable them to meet the required standards of performance.

While each of us is responsible for health and safety, we are more effective when we work as a team. Promoting the welfare of our students, students, employees and the wider community matters to us all.

A P Harris
Headteacher

Vision, objectives and targets

School H&S performance is monitored by the H&S Committee and reported to the School's Governing Body. This covers the effective implementation of, and the performance of the H&S system in ensuring that risks associated with School activities are assessed and minimised. Where the need for improvement is identified, the H&S Committee will set appropriate improvement targets and review and report on these.

Vision

The School shall be known for its commitment to its health and safety system.

Objectives

The School has the following high level H&S objectives. To:

- protect health
- minimise and prevent injury
- comply with its legal responsibilities
- protect and enhance the School's reputation
- provide a safe environment to support the School in achieving educational excellence

Strategy

The School strategy for H&S is based on six core elements:

- visible leadership, commitment and involvement and providing sufficient resources to fulfil its H&S duties
- full implementation of the H&S management system and related standards
- identify, standardise, communicate and implement best practice through the use of competent and trained staff or advisors
- avoid where possible H&S risks through effective risk assessment processes
- facilitate effective H&S management in Joint or Partnership Ventures
- monitor changes in legislation and H&S best practice in educational establishments.

The H&S Management System

The Management System Model

The required H&S performance is achieved through the School's Health and Safety Management System.

The School H&S Management System allows a common approach to be adopted throughout the School. The key elements are outlined below and are supported by the fundamental requirement for 'Leadership, Commitment and Involvement'.



Summary of the key H&S Management System elements

H&S System Element	Addressing
Leadership, commitment and involvement	Top down visible leadership and commitment, critical to the success of the system, but with the involvement of everyone to create the desired culture
Policy	School intentions, aims and beliefs
Planning	Planning for performance improvement. Developing plans to meet legal requirements and School objectives and targets. Risk / impact management. Defining standards and procedures
Implementation and operation	The organisation of people, resources and systems for sound H&S performance. The implementation of plans to comply with legal requirements and School standards and to achieve objectives and targets. The development and maintenance of documented procedures. Effective communication including the use of visual management. Driving compliance and performance improvement through the H&S committee and management meetings.
Checking and corrective action	The monitoring and measurement of performance, including the implementation of the audit programme – taking corrective action as required.
Management review	The regular review of each element of the H&S management system by the management team /H&S Committee considering its continued suitability and effectiveness. Opportunities for improvement should be identified.

Documentation Structure

The School management system supporting documentation is structured as set out below:

Level	Document Type	Authority
Level 1	Katharine Lady Berkeley's School Policy Statements	Governing Body
Level 2	H&S strategy, standards and guidance Occupational Health strategy	Headteacher Headteacher
Level 3	School H&S management system School Documentation	Headteacher Headteacher

Documenting H&S Across the School

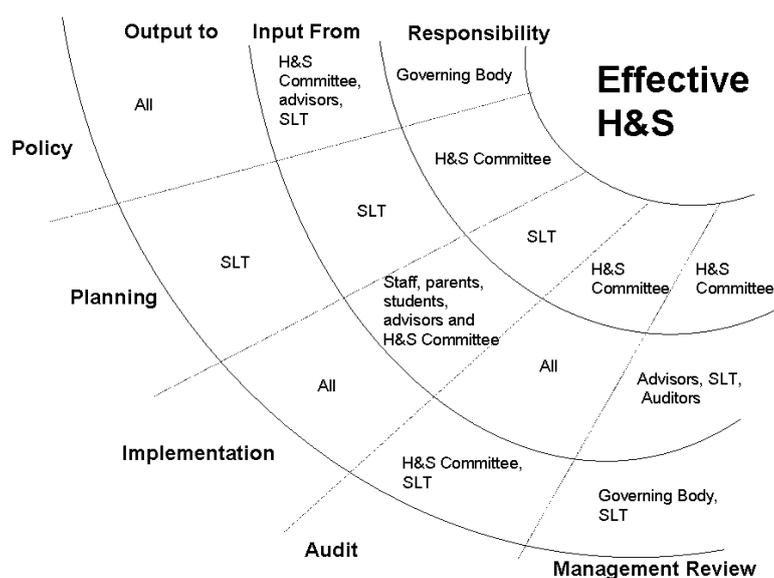
KLB uses a combination of educational and operational processes to describe what we do as a School delivering a complex educational facility and services to our students whilst taking due account of the needs of other stakeholders.

The KLB Process Model employed provides a framework and navigation tool for the KLB H&S Management System that is designed to satisfy all students, regulatory and legal requirements.

All H&S related School documentation is maintained and accessed via www.klbs.org.uk

H&S Management Structure

Control and co-ordination of H&S matters is provided through a framework of meetings at School, on both an educational and site operational level. The overall structure is described below and provides a robust governance structure to monitor and direct improvements in the H&S performance of our School:



Governing Body

The Governing Body has overall responsibility for H&S at the School with a specific duty to approve the H&S policy.

H&S Committee

This committee is responsible for considering the policy and establishing the supporting strategy, initiatives, setting targets and reviewing performance. It also supports the Governing Body in its School governance role. The H&S Committee has the option to appoint as many advisors as necessary.

Senior Leadership Team (SLT)

The team is responsible to the Headteacher for the day to day operation of the School and for the effective implementation and operation of H&S across the site.

The H&S Committee will provide operational H&S advice to the SLT who will provide feedback to the H&S Committee on topical H&S issues.

School Council

This is the group of elected students and provides a two way communication channel to the H&S Committee via the SLT representative on the School Council

Subject Matter Advisors

The role of advisors is to provide, when required, the H&S Committee with relevant subject matter expertise, assess salient H&S issues that need to be addressed, share best practice, review performance and the implementation of initiatives and support the H&S Committee leadership and communication throughout the School.

Audit Function

The audit function will support the role of the H&S Committee by reviewing the effective implementation of the School's H&S management system by auditing the defined working practices against a programme provided by the H&S Committee. In addition to the periodic audits, this function will also conduct a management review to consider how the system is operating as a whole and to ensure that there are no systemic weaknesses.

H&S Coordination

Within the School there will be a central coordination function to aid with the delivery of H&S across the site. Whilst the SLT and H&S Committee will decide on strategy and oversee implementation, this role will aim to coordinate cross site activities to ensure that a common approach is taken in H&S areas and to ensure that effort and resources are not wasted in implementing and running the management system.

Responsibilities

School level - Summary

Ultimate responsibility for H&S resides with the Governing Body who delegate the operational delivery to the Headteacher.

The authorisation of the School H&S Policy Statement is the responsibility of the Headteacher and Chair of Governors.

The School H&S Policy applies to all the activities of KLB School.

Responsibility for School H&S policy development and assurance is delegated to the School H&S Committee, which is chaired by a full member of the Governing Body.

Line-managers have a specific responsibility for H&S in their own areas. Line-managers at all levels, however, need to be supported by competent H&S advisers either sourced externally or located within the School.

Specific H&S responsibilities are described in the following sections.

School Senior Leadership Team

The SLT will, when required be supported by H&S advisers either internal or external.

The SLT are accountable to the Headteacher for the effective implementation of the School H&S Policy and H&S Management System (H&S MS) and related standards within their areas of accountability.

They are required to:

- demonstrate visible leadership and commitment to H&S including setting a personal example, actively supporting the H&S Committee and communicating the importance of H&S considerations in School decisions
- issue the H&S Policy to staff and to make arrangements to implement the School H&S Policy and management system and any pertinent actions agreed at the School H&S Committee
- set H&S targets in line with School objectives and targets
- monitor H&S performance and review the effectiveness of all aspects of the H&SMS on a regular basis.
- provide feedback to the H&S Committee on arising issues

Managers

Managers are responsible for operating within the School's H&S Policy, management system and related standards. In their area of management responsibility they are required to:

- demonstrate visible leadership and commitment to H&S by undertaking the following:
 - set a personal example in everything they do
 - ensure that the areas for which they are responsible for meet the current H&S legislative requirements
 - react positively to their work being stopped by others for health, safety or environmental reasons
 - make decisions that are consistent with the H&S Policy in all their activities
 - implement an effective H&S Management System component
 - allocate and develop the necessary competent resources, including time and money
 - communicate the importance of H&S considerations in School decisions
 - regularly discuss occupational health and safety issues with their teams
 - encourage employees to suggest H&S improvement measures and follow these up
 - follow policy and procedures and wear the appropriate personal protective equipment (PPE)
 - participate in audits / inspections when required
 - engage in two-way communication and listen to and protect individuals who raise concerns
 - challenge unsafe acts and conditions and engage with those involved to agree the necessary improvement actions
 - recognise positive behaviours and the achievement of objectives
 - take appropriate disciplinary action for blatant or repeated breaches of standards, procedures and rules

- make changes when given corrective feedback and solicit feedback from others on own performance
- behave in a way that minimises stress for themselves and others
- manage absence or omission – rather than simply recording it
- undertake risk assessments, meet relevant standards and legal requirements and School objectives / targets
- plan for and provide resources and define roles and responsibilities to implement the H&S management system, including: the provision of training and effective communication, establishing operational controls and robust contractor management
- implement checking and corrective action measures, including: performance monitoring, incident reporting and investigation and audit.

All Staff and Visitors

All persons employed by the School or helping with School activities have a duty to themselves and others who may be affected to work in a healthy and safe manner. All those engaged in School activities are required to:

- follow the established work procedures and control measures (including the use of PPE where required) and any applicable H&S rules
- report H&S incidents including near misses and unsafe acts / conditions immediately
- suggest areas for improvement to their manager or activity leader
- support improvement measures
- co-operate in health screening and surveillance procedures as required
- support their fellow employees, contractors and visitors to achieve a healthy and safe workplace and to care for the environment.
- stop activities that are viewed as unsafe

All Students

- follow instructions and ways of doing things
- wear and properly use any personal protection equipment issued
- use your common sense
- report H&S incidents including near misses and unsafe acts / conditions immediately
- suggest areas for improvement to the teacher in charge
- support improvement measures
- co-operate in health screening and surveillance procedures as required
- support your fellow students, members of staff and helpers to achieve a healthy and safe learning place and to care for the environment.

KLB School Health & Safety Committee

The H&S Committee is charged with the responsibility for:

- Gaining external advice where necessary
- Reviewing H&S incidents, hazards, and near misses in the School and to ensuring that suitable arrangements are in place to improve systems where this is felt necessary
- Auditing the H&S management system in place and provide feedback to the SLT in the effectiveness and implementation of the system
- Ensuring that the scope of the H&S system meets the needs of the School
- Being aware of H&S legislative developments and considering the impact of these on the School
- Considering issues raised by individuals and bodies regarding H&S matters at the School

- Co-ordinating the management review of the H&S system
- Promoting H&S across the School via the most appropriate channels
- Ensuring that staff are competent for the H&S roles that they undertake and ensuring that necessary training is provided
- Reporting to the School's Governing Body on an annual basis on the effective implementation of the H&S system in the School

H&S Advisers

To support the efficient running of the School, the H&S Committee will appoint competent H&S individuals or bodies to provide advice on an as required basis. The role that they undertake will be dependent on the nature of the issue being considered but generally will be:

- providing guidance on how to meet the requirements of pertinent legislation
- designing and delivering H&S training courses and advising on external courses
- planning and undertaking independent H&S inspections and audits
- advising on and supporting incident investigations
- providing informed advice on relevant H&S technical issues
- supporting management in developing effective working relationships with the relevant authorities
- providing reports on H&S performance to management and the H&S Committee and support H&S meetings.

Joint or Partnership Ventures

In Joint or Partnership Ventures (JPV), where Katharine Lady Berkeley's School does not have direct responsibility for the staff managing the activity or other arrangements, staff of this school working with the partner organisation will be required to work to the KLB H&S policy and management system. Staff of this school who have concerns about the H&S arrangements of any partners working with students of this school will report those concerns to an appropriate member of senior management.

Use of School Facilities/Equipment by Outside Organisations

Where School facilities/equipment are used by outside organisations or individuals, the School will ensure that the facilities / equipment are in a fit and proper condition before handover.

The school will ensure that the outside organisation/individual complies with the School's requirements concerning safeguarding, supervision, the provision of first aid and that they will be able to ensure and take responsibility for the safe and proper use of the facilities and equipment whilst under their control. This requirement will be made clear in any agreement between the School and the other party.

Glossary of Terms

Term / Acronym	Description
H&S / OH	Occupational Health - Occupational health and safety is a cross-disciplinary area concerned with protecting the safety, health and welfare of people engaged in work or employment. The goal of all occupational health and safety programs is to foster a safe work environment. As a secondary effect, it may also protect co-workers, family members, employers, customers, suppliers, nearby communities, and other members of the public who are impacted by the workplace environment
PPE	Personal Protective Equipment – PPE is defined in the Regulations as ‘all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety’, eg safety helmets, gloves, eye protection, high visibility clothing, safety footwear and safety harnesses.
Major Incident	A major incident is defined as a significant event, which demands a response beyond the routine, resulting from uncontrolled developments in the course of the operation of any establishment or transient work activity. The event may either cause, or have the potential to cause, either: multiple serious injuries, cases of ill health (either immediate or delayed), or loss of life, or serious disruption or extensive damage to property, inside or outside the establishment Events which, taken in isolation, may not warrant classification as major incidents, may do so when considered together.
H&S targets	There are two sides to this. One relates to the implementation of the system to ensure that processes are put in place, and the other relates to the performance of the system. For example targets could include the following: to reduce the number of working days lost from work-related injury and ill health by 30% from last year; to reduce the incidence rate of cases of work-related ill health by 20% from last year; to reduce the number of sports related injuries by 10% from last year to reduce the incidence rate of classroom injuries to students by 10% from last year;
Visitors	Any individual on the School premises who is not employed by the School. This will include parents, business representatives, prospective students and employees etc.
Manager	A member of staff with a specific line management responsibility

Hazard	<p>A hazard is something (e.g. an object, a property of a substance, a phenomenon or an activity) that can cause adverse effects. For example: Water on a staircase is a hazard, because you could slip on it, fall and hurt yourself. Loud noise is a hazard because it can cause hearing loss. Breathing in asbestos dust is a hazard because it can cause critical respiratory illness</p>
Risk	<p>A risk is the likelihood that a hazard will actually cause its adverse effects, together with a measure of the effect. It is a two-part concept and you have to have both parts to make sense of it. Likelihoods can be expressed as probabilities (e.g. “one in a thousand”), frequencies (e.g. “1000 cases per year”) or in a qualitative way (e.g. “negligible”, “significant”, etc.). The effect can be described in many different ways.</p>
H&S Management System	<p>The means by which the School controls risks through its management processes</p>
School	<p>Katharine Lady Berkeley’s School</p>

Approved by full Governing Body: 11 July 2018