



SINCE 604 AD

KING'S SCHOOL

ROCHESTER

WHOLE SCHOOL HEALTH & SAFETY POLICY INCLUDING EYFS AND BOARDING

This policy was adopted on:	10.09.19
Policy last reviewed on:	12.06.2026
Governors last reviewed on:	01.09.26
Person/Body reviewing:	H&S Compliance Manager, Director of Business and Commercial Operations / Health and Safety Committee / Governors (Estates)
Date of next review (except in the case of Relevant legislation):	01.09.27

Part 1: Governors' General Statement of Health & Safety Policy

1.1 As Governors of King's Rochester we recognise our collective responsibility for, so far as is reasonably practicable, providing a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. For us it is a high priority that all the operations within the school environment, both educational and support, are to be delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

1.2 We have appointed a governor as 'Health & Safety link governor' with a particular interest in Health & Safety as well as in the upkeep and maintenance of the fabric of the estate and buildings.

1.3 The Principal and the Bursar have day-to-day responsibility for the operation of Health & Safety at the school. As Governors, we have specified that the school should adopt the following framework for managing Health & Safety:

- The Health & Safety link governor receives copies of the meeting minutes from the school's Health & Safety committee termly and receives copies of all relevant paperwork.
- The minutes of the Committee's discussion on Health & Safety are tabled at each meeting of the full Estates Committee together with any other issues on Health & Safety that the Committee's chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports are considered by the Senior Leadership Team and its recommendations together with other defects form the basis of the school's routine maintenance programmes.
- The school's adherence to Health & Safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO).
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every two years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health & Safety Committee reviews this risk assessment via the Health and Safety Compliance Manager every time it is amended.
- The school has a competent person undertake a risk assessment for legionella, every two years and a testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in Health & Safety related issues.

[Annex A provides details of plant, equipment and systems which are surveyed and inspected by competent professionals]

1.4 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 Principal and other members of the Senior Leadership Team and the Governors in order to enable the school to comply with Health & Safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Health and Safety Compliance Manager.

1.5 Details of the organisation and arrangements for carrying out the policy are to be found in part two of this document.

Original signed by Mr John Maas, Chair of Governors

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The Chair, for and on behalf of the Governors

Date:

Current Service Contractors

Type	Contractor	Contact details	Building	Area	Service	Frequency
Legionella	ARA Environmental	info@ara-environmental-solutions.co.uk	All		Water management	Monthly
Lifts	Forge lifts	info@forgelifts.co.uk	Conference Centre	Lobby	Passenger lift	Quarterly
Lifts	Forge Lifts	info@forgelifts.co.uk	Conference Centre, School House	Servery	Dumb waiters	Quarterly
Lifts - Thorough Inspections	Excel Inspections Ltd	Joe Ward enquiries@eis-uk.com	Conference Centre, School House		Lift Thorough Inspection	6 monthly passenger lift, annually dumb waiters
Air Conditioning	Focus	sam.wiggins@focusac.co.uk	Cheetham, Chadlington, Swimming Pool, Conference Centre		Air con and AHU servicing	2 x per year
Intruder alarm	Astra Security	robert@astrasecurity.co.uk	DT and Main School Science, Cheetham, Chadlington Prep, School House, St Nicholas House, Satis House, Davis Court, Oriel House		service	2 x per year
Window and minibus cleaning	Highway Cleaning	highwayscleaning@aol.com	ALL	ALL	cleaning	2 x per year
Fire alarm, fire extinguishers and emergency lights	DKI Fire	admin@dkiservices.co.uk	ALL	ALL	Fire maintenance	2 x per year
Boiler service and gas safety	KBC Group	steve@kbc-heating.co.uk	ALL		Boiler and gas appliance checks	Annual
Sports Equipment	Universal Services	service@universalservices.co.uk			Service equipment	Annual
Minibuses	Medway Motor Tech	Pete - 01634 294464	Owned vehicles		MOT and service	Annual
Minibuses	Days Fleet	service.booking@daysfleet.com	Leased vehicles		MOT and service	Annual
Minibuses	Farleigh Coaches	danny@farleighcoaches.com	ALL		Section 19 checks	Every 10 weeks
PAT Testing	Maritime electrical	info@maritime-electrical.com	ALL		Portable appliance checks	Annual
Fire Risk Assessment	BV Associates	chris@bvassociates.co.uk	ALL		Fire risk assessment	Bi-annually
EICR	Garry Reynolds	garryreynolds82@hotmail.co.uk	ALL		5 year electrical installation testing	5 - yearly
Asbestos	Medway Insulations	info@medwayinsulations.co.uk	ALL		Asbestos surveys	Ad-hoc

Waste	Countrystyle	steven.nunnery@countrystylerecycling.co.uk	ALL		General waste and recycling	Weekly
Septic Tanks	MTS	01634 250326	Alps/Boathouse		Septic tank emptying	ad-hoc
Swimming Pool	Poolworks	info@poolworks.co.uk			Swimming pool checks and maintenance	Weekly

Part 2: Organisation

1 Introduction

1.1 King's School Rochester has a duty of care for the implementation and management of Health & Safety policies and practices at the school. The King's School Rochester Statement of Intent is displayed below.

1.2 On a day to day basis, the Health & Safety policies and practices are managed by the Bursar in conjunction with the Director of Business and Commercial Operations, the Health & Safety Compliance Manager and the Health & Safety Committee of the school, as listed on page 8 of this policy.

1.3 King's School Rochester, as the employer, has comprehensive corporate Health & Safety commitments that King's School Rochester staff are duty-bound to follow and implement in so far as is reasonably practicable and relevant to the school's activities. Details of Health & Safety procedures affecting staff are included in all induction procedures.

1.4 King's School Rochester will manage safety in line with the Health & Safety at Work Act 1974 and subsequent related legislation, in particular, the Management of Health & Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

1.4 This Health & Safety policy should be read in conjunction with all guidance issued to staff in the King's School Rochester Employee Manual and Staff Handbook(s). It applies to all phases of the school, including EYFS.

2 Objectives

2.1 King's School Rochester will, so far as is reasonably practicable, adopt good safety practices. These will include:

- The provision of a safe and healthy place of work, including access and egress to and from the premises, adequate facilities and arrangements for the welfare of pupils and employees and others within the wider school community, including food hygiene and safety controls within the Catering Department
- Ensuring safe arrangements are made for the storage, handling and transport of articles and substances.
- Provide safe machinery and equipment, regularly maintained, including the operation and maintenance of plant and systems of work.

- The provision of comprehensive information, instruction, training and supervision, to ensure the safety and wellbeing of all pupils and staff.
- To have and maintain up to date fire procedures and ensure staff and pupils are familiar with the essential aspects of these.

3 Cooperation of Employees

3.1 A safe and healthy workplace can only be achieved with the full and active co-operation of each employee, visitor and volunteer.

3.2 New staff will be informed of their responsibility to participate in Health & Safety awareness at all times and their attention will be drawn to this document and summaries within employment manuals. This policy is available to all staff on the Google Drive. Mutual cooperation is emphasised as all staff are duty bound to act responsibly and to do everything reasonably practicable to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, carers, visitors etc. To achieve this, employees must

- Obey all the safety rules and procedures, including being aware of the need for appropriate protective clothing or devices if they are recommended for any specific tasks.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to the Health and Safety Compliance Manager and Estates Team in the first instance, or to the Principal or Bursar, all hazards, potential hazards, defects in equipment and any perceived shortcomings in the school's work systems or procedures that may represent a Health & Safety concern.
- Employees should not carry out any form of modification to their classroom or equipment within it, no drilling of holes, modification of electrical systems or interfering with window restraints without prior authorisation from the Director of Business and Commercial Operations or Health and Safety Compliance Manager.

3.3 Co-operation on Health & Safety matters is implicitly part of all employees' terms and conditions of employment.

4 Responsibilities and delegation of duties

4.1 King's School Rochester has a responsibility to ensure that all reasonable and practicable steps are taken to reduce or, where possible, eradicate, the likelihood of accident or injury to staff, pupils and others in the King's community.

4.2 The King's School Rochester Governors have an overarching collective responsibility for Health & Safety within the School. It has a responsibility to seek to ensure that Health & Safety issues are considered and addressed and that the Policy is being implemented throughout the School. They will also seek to make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of Health & Safety to be met. Where appropriate, advice from a competent person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out the School's duties.

4.3 On a day to day basis the practical application of procedures is the responsibility of the Principal and the Director of Business and Commercial Operations, supported by the Health and Safety Compliance Manager, their respective teaching staff and non-teaching staff teams, to seek to ensure the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school.

The Principal, with support from the Vice Principals of the Junior and Senior Schools , will:

- Seek to ensure all members of teaching staff (including new, supply, pupils,, voluntary helpers etc.) are aware of the contents of the school's Health & Safety policy and the safe working practices set out therein.
- Seek to ensure the proper management and discipline of all teaching staff and pupils insofar as they impact on Health & Safety.
- Seek to ensure all teaching staff regularly (at least annually) prepare or review and update risk assessments for their own teaching environment (classroom, hall or playground for PE, specialist rooms etc.) and in advance of any trips/visits outside school.
- Monitor the effectiveness of those to whom the day to day implementation of the Health & Safety Policy has been delegated.
- Report with the Bursar to the Governors on Health & Safety performance and making recommendations for any revisions, improvements or necessary funding to be allocated.

The Director of Business and Commercial Operations, with support from the Health and Safety Compliance Manager will:

- Seek to ensure all members of the non-teaching staff, particularly those engaged in buildings and grounds maintenance, and associated support functions are aware of the contents of school Health & Safety policy and all safe working practices.
- Seek to ensure that all such new employees are provided with adequate information and training, including health and safety inductions, in respect of risks to Health & Safety, both to themselves and to those for whom they may be responsible including, and especially, pupils.

- Regularly review and update the Health & Safety policy in conjunction with the Health & Safety Committee.
- Seek to ensure that cyclical Health & Safety related audits and inspections are undertaken on a regular basis.
- Report with the Principal to the Governors on Health & Safety performance and making recommendations for any revisions, improvements or necessary funding to be allocated.
- Seek to ensure that effective First Aid provision and accident reporting procedures exist and are followed in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (ref: separate First Aid and Accident & Illness Policies).
- Seek to ensure that non-teaching staff Risk Assessments are undertaken and reviewed for any activity that has significant associated hazards. Written (and electronic) records are to be kept and reviewed regularly.
- Seek to ensure the safe maintenance of equipment and safe storage of related materials and supplies.
- Liaise with contractors working in School via the Estates Manager.

5 Health & Safety Committee

5.1 The Committee is responsible for supporting the Principal, Head of Estates and Health and Safety Compliance Manager, in the implementation of this policy, updating it as necessary and for acting as the focus for risk assessment and policy/procedural reviews, as may be required, to include Fire Risk Assessments. The Committee also acts as a conduit for employees, within the meaning of the Health & Safety (Consultation with Employees) Regs 1996.

5.2 The Committee will meet twice each term and the minutes will be made available for staff as well as to the Bursar and Governing Board. The Committee is comprised of the following staff members:

Katie Mather	Health and Safety Compliance Manager
Nick Ball	Bursar
Alastair Greason	Medical Centre
David Faries	Director of Business and Commercial Operations
Kellie Crozer	Vice Principal Junior School
Hannah Catlett	Director of Co-Curriculum
Daniel Menday	Estates Manager
Mike Malone	KRSC Manager
Laura George	Assistant Vice Principal (Junior) and DSL
Sonia Kendall	Director of People
Owen Smith	Vice Principal Senior School

6 Planning and Reviewing

6.1 King's School Rochester's Health & Safety policy and procedures will be planned with the aim of minimising the impact of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

6.2 The intention is to achieve this by the preparation, monitoring and review of risk assessments in all areas of activity within the school that carry potential hazards.

6.3 To assist in this aim the school's organisation will be reviewed regularly, particularly when there are any changes, to ensure that responsibilities for Health & Safety are clearly defined at all times to all employees at every level.

6.4 All job specifications will contain safety requirements where applicable, and instructions highlighting Health & Safety responsibilities.

6.5 The Health & Safety Committee will meet twice per term, that being an opportunity to consider, and act upon where necessary, any perceived Health & Safety issues highlighted by staff or whoever.

6.6 Any accidents or Health & Safety incidents that occur will be dealt with in accordance with the Accident Reporting and Investigations Policy.

7 Arrangements and Individual Policies

7.1 Listed below are the individual Health & Safety policies which form the arrangements section of this policy and are the Health and Safety Policies and Procedures expected to be followed at all times. Links are included to all policies. Links to be updated when individual procedures received

Policy	Description
Accident and Incident Reporting	Requirements for the reporting and investigation of accidents and incidents and

	reporting them to the relevant authorities where required.
<u>Allergens</u>	Details how the school works with parents/guardians/staff and pupils to identify persons with allergies and consider appropriate responses
<u>Asbestos Policy</u>	Requirements for managing asbestos within buildings, arranging works and maintaining records
<u>Construction (Design and Management) Regulations</u>	Identifies the role and duties placed on the School under the Construction (Design and Management) Regulations.
<u>Contractor Management</u>	Details the contractor selection and approval process and management of contractors whilst on site.
<u>Control of Dust and Fumes</u>	Details how the School maintains control of dust and fumes to prevent injury and ill health
<u>Control of Substances Hazardous to Health</u>	Details the COSHH regulations including usage, storage, training and risk assessment required for hazardous substances
<u>Display Screen Equipment</u>	Guidance on usage of display screen equipment, positioning of office furniture, prevention of injury from DSE and provision of eye tests
<u>Display Screen Equipment - self assessment</u>	Self assessment checklist to ensure staff are comfortable working with DSE
<u>Electrical Safety</u>	Policy on usage and maintenance of all electrical equipment
<u>Event Safety</u>	Details the procedure for hosting events on school premises, risk assessment and safety plans
<u>Fire Safety</u>	Details the schools responsibly towards fire safety including risk assessment, training and maintenance of fire safety equipment
<u>Fire Safety Procedures and Risk Assessment</u>	Details the schools fire procedures for fire

	safety
First Aid and Sick Child Policy	Details the schools procedure for first aid and the provision of first aiders and first aid equipment and how to deal with a sick child
Food Hygiene	Details the schools approach to food hygiene and prevention of injury and illness
Gas Safety	Details the regulations the School must follow including use of, maintenance and inspection of gas appliances
General Workplace Safety	Details the way in which the school will ensure all statutory H&S legislation is adhered to at all times
Health and Safety Communication Policy	Details how health and safety matters will be communicated to staff, pupils and governors
Hot Works Procedure	Details the procedure contractors and estates staff must follow when carrying out hot works to prevent fire in the workplace
Housekeeping and Hygiene	Details how the school will maintain cleanliness and hygiene standards across the site to prevent infection, illness and injury
KSR 2025 visitor welcome pack	Details the arrangements given to visitors and hirers on school premises and the health and safety procedures they must follow
Lifting Operations and Lifting Regulations (LOLER)	Details the schools responsibility under the LOLER regulations around the passenger lift, dumb waiters and lifting equipment used by the Estates Team
Lithium Ion Batteries	Details use of, storage and handling of lithium ion batteries to ensure fire safety
Lone Working	Details the schools procedure for lone working including procedures to be followed by staff and risk assessment
Major incident and Disaster Contingency Procedures	Details the schools emergency procedures for various different emergency situations and contingency for ensuring school can continue

	to facilitate learning for pupils
Manual Handling	Procedure for preventing injury from manual handling tasks and how to assess manual handling risks
Medicines	Policy to ensure the school administers medicine in an appropriate manner
New and Expectant Mothers	Policy on ensuring the welfare of new and expectant mothers and the risk assessment process
Noise	Procedure for controlling noise and noise related injury at work
Pest Control	Details pest control arrangements on site
Provision and Use of Work Equipment (PUWER)	Details the inspection and maintenance of work equipment used on site
Safety Training	Details Health and Safety training requirements for staff
Security Policy	Policy detailing school security, prevention of incidents and procedures staff and pupils must follow
Stress	Details the schools approach to stress management
Traffic Movements, on site parking and minibus driving	Details out school policies to ensure safe movement of traffic and pedestrians, parking and driving of minibuses
Water Quality including Swimming Pool Safety	Details out the schools legionella management plan and procedures and the schools approach to ensuring clean and safe water in the swimming pool
Whole School Risk Assessment Policy	Details the schools approach to conducting, recording, training and reviewing risk assessments
Working at Height	Details the schools approach to safely working at height, ensuring worker safety, risk assessment and compliance with current

	regulations
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