



**KENT COLLEGE**  
WEST CAIRO

## Health & Safety Policy

<b>Owner</b>	Business Manager
<b>Applied to</b>	Junior School and Senior School
<b>Date last reviewed</b>	September 21 <sup>st</sup> , 2025
<b>Date of next review</b>	September 21 <sup>st</sup> , 2026
<b>Committee approved by</b>	Full Board
<b>Review period</b>	1 year

### **PART 1: General Statement of Health & Safety Policy**

This is a statement of policy by Kent College of its intentions, organisation and arrangements for ensuring the health and safety at work of its pupils, employees, visitors and contractors, whilst on Kent College premises, other premises under overall control by Kent College, or conducting work elsewhere on behalf of Kent College.

Supplementary to this general Policy Statement, Workplace Risk Assessments will be developed, maintained and acted upon in order to control risks. There will be, where required, specific policies/procedures etc. describing, in detail, health and safety provisions for maintaining safe workplaces and working practices in each part of the organisation.

The governors overseeing health and safety have regular contact with the school's health and safety committee, the governors and their subcommittee relating to this topic will receive copies of all relevant minutes and paperwork.

A report on health and safety covering: information on accidents to pupils, staff and visitors, staff training, fire drills and all new or revised policies and procedures may be tabled at each term's Finance and General Purposes sub-committee meeting.

The external fabric of the school, its plant, equipment and systems of work are regularly surveyed and inspected by competent, independent professionals.

These reports (as per point above) are considered by the Finance and General Purposes sub-committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes. Appropriate funding is made available as part of the school's budget to fulfil these requirements.

The school's adherence to health and safety in catering and cleaning of food preparation and eating areas are subject to external inspection. In addition, the Facilities Manager arranges termly deep cleaning of kitchen areas and the Business Manager reports on all these aspects to the Finance and General Purposes sub-committee.

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 three years, more frequently if significant changes are made to the interior of buildings or new buildings are added. The Health and Safety Committee should review these risk assessments every time they are amended and submit a report to the Governors.

An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety periodically and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Health & Safety sub-committee.

The school has contracted competent persons who undertake risk assessments for legionella, monthly water temperature testing and at least six-monthly water sampling/testing. This contract has regular review meetings.

The school has a policy in place for the training and induction of new staff in health and safety related issues which includes basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the support staff.

Those persons undertaking any relevant assessments are encouraged to keep up to date with developments within the areas for which they are responsible. Training is available for their respective roles.

All members of staff are responsible for taking reasonable care for their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Business Manager and other members of the Senior Leadership Team (SLT) in order to enable the governors to comply with health and safety

duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Business Manager.

All employees are advised on where copies of this statement can be obtained on the school's intranet. They will 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 of this document.

## **PART 2: ORGANISATION**

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

All Kent College personnel who appoint others to carry out duties on behalf of Kent College are required to ensure that those persons are competent and have adequate resources with regard to health and safety. Kent College personnel are to ensure the prevention of ill health and the avoidance of accidents. In order to promote safe and healthy workplaces, the following responsibilities have been established:

### **1. BOARD OF GOVERNORS ("THE BOARD")**

The Board has overall collective responsibility for health and safety within the schools.

It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policies are implemented and reviewed throughout the college. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met.

Where appropriate, advice from Competent Persons will be sought to advise the college and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

The Governors will ensure that any changes in this Policy will be drawn to the attention of all employees.

Governors are required to report to MIST, through the SSRA on matters of Health & Safety on an annual basis

### **2. HEALTH AND SAFETY GOVERNORS**

One or two Governors, who will also be members of the Finance and General Purposes Committee, will be nominated with special responsibility for Health and Safety at the School.

A nominated Governor from each Governors' Committee will report termly to the Full Board.

The Health & Safety issues relating to each Committee are listed and held on record by the Business Manager.

### **3. THE HEAD**

The Head is responsible to the Governors for the overall management and internal regulation of the School. In liaison with the Business Manager, the Head is charged with monitoring the effectiveness of the Health and Safety Policies contained in this Document. Specifically, the Head will (with the assistance of the Head of the Junior School):

- ensure the cooperation of all Teaching Staff at all levels as regards working to this policy;
- ensure that members of the Management Teams, Year Heads, Heads of Department and House Parents fully understand their responsibilities for Health and Safety and are given both the time and the encouragement to pursue them;
- take steps to ensure that any changes in curriculum and any changes in working practices by the Teaching Staff are considered for their health and safety implications

### **4. BUSINESS MANAGER**

The Business Manager is the Responsible Officer for Health and Safety Matters.

The Business Manager will:

- monitor the effectiveness of the Policy and report back to Governors, the Head and the Junior School Head, as appropriate;
- chair the College Health and Safety Committee and recommend changes in the safety policies;
- ensure the completion of all Risk Assessments;
- have responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the College via the normal line-management structure;
- be the liaison point with the College's Health and Safety Consultant and ensure that their services are used fully to obtain the above information;
- in a line management function, be responsible for the safe operation and training for all administrative, maintenance, cleaning, catering and domestic staff;
- be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the school functions are fully used and kept up to date;
- ensure an effective system for the reporting back of all accidents, incidents, near misses and damage to College property and investigate accordingly. The results of these investigations will be dealt with by the line management function;

- be responsible for liaising with outside bodies who may from time to time use the facilities of the College, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the College procedures and that the College itself is appropriately indemnified;
- delegate some of the Business Manager's listed responsibilities to the H&S & Compliance Lead, Site Manager, Facilities Manager, and other Heads of Department within the Support Department as deemed appropriate.

## **5. HEADS OF DEPARTMENTS - TEACHING**

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control.

They are responsible for:

The Head of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control.

They are responsible for:

- Creating and maintaining up to date risk assessments for activities under their control. Please see the [Risk Assessment Sub - Policy](#).
- Identifying, organising (and maintaining records) of Health & Safety training that is relevant to their areas of control.
- Issue, maintain and record use of suitable Personal Protective Equipment (PPE)
- Ensuring suitable & sufficient signage is provided and maintained to their areas of control.

### **General Classroom Activities – Head of Subject/Team Leader**

English, Maths, Business Studies, History, Languages, Religious Studies, Media etc.

### **Science – Head of Subject/Team Leader**

Biology, Chemistry, Physics, Food Technology

### **Arts & Crafts**

Drama, Art, Design & Technology, Music

### **Sports Activities – Director of Sport**

### **Outdoor Lessons – Director of Studies/Deputy Head**

### **Trips and Visits – Educational Visits Coordinator**

### **Junior School – Head/Deputy Head**

## Cottage Garden Nursery – Nursery Manager

### 6. ESTATES DEPARTMENT - NON TEACHING

The Health & Safety, Compliance & Projects Officer will be the Lead on all Health and Safety matters as they relate to the College Estate. They will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control.

The Heads of each support team are responsible for:

- Creating and maintaining up to date risk assessments for activities under their control. Please see the [Risk Assessment Sub - Policy](#).
- Identifying, organising (and maintaining records) of Health & Safety training that is relevant to their areas of control.
- Issue, maintain and record use of suitable Personal Protective Equipment (PPE)
- Ensuring suitable & sufficient signage is provided and maintained to their areas of control.

### Property & Maintenance - Health & Safety, Compliance & Projects Officer & Senior Site Manager

- Buildings security and access.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate).
- Lead on Registration and control of contractors. (Hot work permits)
- Site traffic movements.
- Be responsible for the selection of maintenance contractors and the monitoring of all activities on the School premises, and liaise fully with the School architects;
- Maintenance, testing and record keeping for all college vehicles
- Maintenance, testing and record keeping for all Fire Safety equipment
- Maintenance, testing and record keeping for all Electrical/Gas/Water installations and equipment.
- Be the first point of contact with local Council and other authorities regarding licensing, building control, fire safety, planning issues and utility supplies;
- Assist the Business Manager in the preparation of reports to the Governing Body through the Finance & General Purposes Committee on Health and Safety at Work matters.
- Good standards of housekeeping, including drains, gutters etc.
- Management and Control of Substances Hazardous to Health used for maintenance activities

### Grounds - Head of Grounds & Gardens

- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate).
- Registration and control of contractors.

- Site traffic movements.
- Maintenance, testing and record keeping for all college grounds vehicles & machinery (tractors etc)
- Maintenance, testing and record keeping for all college outdoor sports, indoor sports and play equipment,
- Good standards of housekeeping, including land drains, outdoor drainage etc.
- Management and Control of Substances Hazardous to Health used for grounds activities.

### **Farm - Farm Manager**

- Building and farm security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate).
- Registration and control of contractors.
- Animal handling and husbandry
- Site traffic movements.
- Good standards of housekeeping, including drains,
- Management and Control of Substances Hazardous to Health used for farm activities.

## **7. DOMESTIC SERVICES - NON TEACHING**

### **Housekeeping, Cleaning and Laundry - Cleaning Supervisor**

- Building security and access
- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate).
- Registration and control of contractors.
- Maintenance, testing and record keeping for all mechanical cleaning and laundry equipment (Washing Machines, Tumble driers, hoovers, Buffers etc)
- Maintenance, testing and record keeping for all laundry equipment (Washing Machines, Tumble dryers etc) and equipment
- Good standards of housekeeping,
- Management and Control of Substances Hazardous to Health used for activities.

### **Boarding Houses - House Managers**

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate)
- Good standards of housekeeping,
- Management and Control of Substances Hazardous to Health used for activities.

## 8. CATERING SERVICES - NON TEACHING

The Head of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control.

They are responsible for:

- Creating and maintaining up to date risk assessments for activities under their control. Please see the [Risk Assessment Sub - Policy](#).
- Identifying, organising (and maintaining records) of Health & Safety training that is relevant to their areas of control.
- Issue, maintain and record use of suitable Personal Protective Equipment (PPE)
- Ensuring suitable & sufficient signage is provided and maintained to their areas of control.

### Kitchens and equipment - Head of Catering

- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate).
- Maintenance, testing and record keeping for all kitchen installations and equipment
- Hygiene regime and record keeping for all kitchen installations and equipment
- Good standards of housekeeping
- Management and Control of Substances Hazardous to Health used for maintenance activities

### Front of House - Front of House Supervisor

- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate).
- Good standards of housekeeping, including drains,
- Management and Control of Substances Hazardous to Health used for maintenance activities

## 9. MEDICAL DEPARTMENT

The Head of Department (Nurse Manager) will be the Lead on all Health and Safety matters as they relate to the Medical Centre and services offered. They will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control.

They are responsible for:

- Creating and maintaining up to date risk assessments for activities under their control. Please see the [Risk Assessment Sub - Policy](#).
- Identifying, organising (and maintaining records) of Health & Safety training to their areas of control.
- Issue, maintain and record use of suitable Personal Protective Equipment (PPE)
- Ensuring suitable & sufficient signage is provided and maintained to their areas of control.

## **Medical facilities (Senior & Junior Schools)**

- Buildings security and access.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in cooperation with others as appropriate).
- Maintenance of site First Aid resources, including college vehicles
- Maintenance, testing and record keeping for all Medical Centre equipment
- Be the first point of contact with external/local medical services provision
- Primary term time accident reporting
- Primary term time instigator for Personal Emergency Evacuation Plans (PEEPS)
- Assist the Business Manager in the preparation of reports to the Governing Body through the Finance & General Purposes Committee on Health and Safety at Work matters.
- Good standards of housekeeping.
- Management and Control of Substances Hazardous to Health used for medical use

## **10. INDIVIDUAL RESPONSIBILITIES**

All employees are required to:

- Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures / instructions.
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others.
- Immediately bring to the attention of their Line Manager or Site Health & Safety Representative, any situation or practise of which they are aware, which may lead to injury or ill health. The Site Health and Safety representatives are those members of staff who form the Health & Safety Committee who communicate online and meet termly. The Committee is chaired and monitored by an external H&S advisor.
- Take responsibility for good housekeeping in the area within which they work.
- Report all accidents, incidents and dangerous occurrences in accordance with school guidelines.
- Follow the advice given in Health & Safety Training in order to control workplace risks.
- Follow the guidance on **slips and trips** below; -

## **11. INDIVIDUAL RESPONSIBILITIES - GUIDANCE ON SLIPS & TRIPS**

1. Take responsibility 'See it - Sort it – Report it' - small spills on smooth floors are slip hazards don't just leave it, clean it up to leave floor dry.
2. Report any premises problems straight away to the Site Manager or Business Manager e.g. potholes, uneven flooring, carpet edges, bad lighting etc.
3. Attend to any slip or trip risks immediately, e.g. water spills, pupil accidents, leaks, etc.

4. Wear the right shoes - you are less likely to have a slip or trip accident if you wear sensible shoes
5. Use designated walkways - don't use shortcuts e.g. through the kitchen or dining hall.
6. Carry hot drinks safely – clean up any spills promptly.
7. Store bags and work equipment safely - all deliveries must be attended to as soon as possible. Boxes that have been emptied must also be disposed of promptly - these should not be deposited outside classrooms.
8. Avoid trailing cables
9. Encourage pupils to follow the same procedures and talk to them about safe practices in relation to accidents including safe movement around the school and slips and trips

## **12. EXTERNAL HEALTH AND SAFETY ADVISORS**

- The Business Manager will arrange as appropriate for external consultants to advise on matters of health and safety within the college. Such provision may include:
- Suitably qualified Engineers/contractors to monitor and service the college's plant, equipment, including boilers, lifts and hoists annually.
- The college's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer (EHO)
- The college has a suitable and sufficient risk assessment for legionella, reviewed regularly and a water sampling and testing regime in place.
- The college maintains an asbestos register and the Site Manager is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major work takes place. They are also responsible for the maintenance of an asbestos management plan and ensuring that contractors are fully briefed on areas of asbestos before starting work
- The college's radiation protection supervisor (RPS), Science teacher, is responsible for liaison with the radiation protection advisor for ensuring compliance with the Ionising Radiations Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The college has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations and meet the requirements of BS7671 IEE wiring regulations.

## **13. RELATED HEALTH AND SAFETY SUB-POLICIES/GUIDELINES - LINKS TO:**

[Asbestos Policy](#)

[Contractor Management Policy](#)

[Control of Substances Hazardous to Health Policy](#)

[Display Screen Equipment Policy](#)

[Manual Handling Guidelines](#)

[Risk Assessment Policy](#)  
[Stress Management Policy](#)

