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Mill Hill

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# Health & Safety Policy Part 2

## 2019

## Part 2 - MANAGEMENT STRUCTURE

### 2.1 The Court of Governors

- 2.1.1 The Court of Governors accept full responsibility for health and safety within the Schools.
- 2.1.2 The Court of Governors consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
- 2.1.3 The Court of Governors recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the Foundation.
- 2.1.4 The Court of Governors are committed to ensuring that the Foundation operates in accordance with correct legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- 2.1.5 Through the Foundation Health & Safety Committee, Estate Committee and other reporting mechanisms, ie. Heads Reports to the Court of Governors and routine Executive reports to the CEO, they will constantly monitor the effectiveness of the implementation of this Policy and will revise it where necessary.
- 2.1.6 The Court of Governors will ensure that any changes in this Policy will be drawn to the attention of all employees.
- 2.1.7 They will establish an information gathering and reporting procedure so that their decision making on health and safety is soundly based and is current.

### 2.2 Management Duties for Health and Safety

- 2.2.1 The Heads of each School directly, or through delegated responsibility to other members of staff, in accordance with the law will be responsible to the Court of Governors for the safe functioning of all school activities. They will:
  - 2.2.1.1 monitor the effectiveness of the Policy as regards both academic and non- academic work and report back to the Court of Governors as appropriate;
  - 2.2.1.2 consult with the Director of Finance and Operations as the Foundation nominated Foundation Health and Safety Officer;
  - 2.2.1.3 recommend changes in the Health and Safety Policy in the light of experience;
  - 2.2.1.4 ensure the cooperation of all staff at all levels as regards working to this Policy;
  - 2.2.1.5 be responsible for ensuring that all academic and teaching-support staff directly employed by them fully understand their responsibilities and are given both the time and the encouragement to pursue them;
  - 2.2.1.6 take steps to ensure that any changes in curriculum and also changes in systems of work on the domestic side are considered for their health and safety implications;
  - 2.2.1.7 delegate some of their listed responsibilities to the Deputy Head(s) as deemed appropriate.

## **2.3 The Director of Finance and Operations (Foundation Health and Safety Officer)**

2.3.1 On a day-to-day basis the Heads' responsibility with regard to the domestic and administrative side of the Foundation will be devolved to the Director of Finance and Operations. The Director of Finance and Operations will:

- 23.11 be appointed as the Foundation's nominated Health and Safety Officer having responsibility for obtaining, interpreting and disseminating all relevant health and safety information to the four schools via the normal line management structure;
- 23.12 monitor the effectiveness of this Policy and report back to the Heads and the Court of Governors as appropriate;
- 23.13 be the liaison point with the Foundation Health and Safety Consultants and ensure that their services are used to obtain the above information;
- 23.14 in a line management function ensure the cooperation of all administrative, maintenance, janitorial, estates, security and domestic staff at all levels as regards the working of this Policy;
- 23.15 be responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the Foundation functions are used and kept up to date;
- 23.16 be responsible for ensuring that all individual employees in the various domestic functions listed above who are given posts of intermediate management responsibility fully understand their responsibilities and are given the necessary instructions, time and the encouragement to carry out the functions that they have been given;
- 23.17 chair the Foundation Health and Safety Committee;
- 23.18 establish a system for the reporting back of all accidents, incidents, near misses and damage to Foundation property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the Foundation Health and Safety Committee and reported to the Estate Committee;
- 23.19 following completion of work associated with the COSHH Regulations, ensure that the ordering of all substances if through his department so that decisions may be taken for additional Assessments;
- 23.110 be responsible for liaison with outside bodies who may from time to time use the facilities of the Foundation, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the Foundation procedures and that the Foundation itself is appropriately indemnified;
- 23.111 be responsible for the selection of outside maintenance contractors and the monitoring of all activities on the Foundation premises, and in this context be responsible for liaison with the Estates Manager;
- 23.112 delegate some of his listed responsibilities to the Operations Manager, Estate Manager or other senior staff as deemed appropriate.

## 2.4 Heads of Department

- 2.4.1 Within this Policy the term “Head of Department” refers to both Heads of Teaching and Support Departments. Every Head of Department and employee with a supervisory role is responsible for ensuring, in accordance with the law, the health and safety of employees, students and other persons in their area of responsibility and also anyone else who may be affected by their work activities. In particular, the Heads of Department will be responsible to the Heads of their respective schools for the following:
- 2.4.1.1 For notifying the Head and the Foundation Health and Safety Officer of any planned, new or newly identified significant hazards in their areas and also of the control measures needed to avert any risks involved;
  - 2.4.1.2 for ensuring that their department is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the Foundation;
  - 2.4.1.3 they will be responsible for ensuring that the teachers and any other adult staff working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
  - 2.4.1.4 they should be responsible for ensuring that these teachers and adult staff are aware of the degree of priority that these matters carry and where appropriate they would be provided with both the time and encouragement to pursue such matters;
  - 2.4.1.5 notify the Heads of any matters within this field that they feel are beyond their competence to deal with;
  - 2.4.1.6 they should be responsible for reporting to the Director of Finance and Operations through the Deputy Head with delegated responsibility for Health and Safety for accidents, incidents, near misses or damage for appropriate investigation;
  - 2.4.1.7 they should be responsible for informing the Director of Finance and Operations through the Deputy Head with delegated responsibility for Health and Safety of any potential hazards in the fabric or structure;
  - 2.4.1.8 they will be responsible for ensuring adequate supervision for pupils working in their department during normal teaching activities;
  - 2.4.1.9 as regards COSHH Regulations, they will be responsible for notifying directly to the Director of Finance and Operations any new substances that are required to be purchased by their departments;
  - 2.4.1.10 they will be responsible for ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in Part 3 of this Policy;
  - 2.4.1.11 they will constantly monitor all rooms under supervision as to correct use of electrical equipment;
  - 2.4.1.12 they will ensure that all means of escape in case of fire are at all times kept free and unobstructed;
  - 2.4.1.13 they will contact the Director of Finance and Operations through the Deputy Head with delegated responsibility for Health and Safety if there are any problems with the location and allocation of fire extinguishers or other fire safety equipment.

## 2.5 Boarding and Day Housemaster/Housemistress/House Parents

2.5.1 The Housemaster/Housemistress/House Parents will be responsible to the Heads of their respective Schools for the following:

- 25.1.1 for ensuring that his/her House is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set by the Foundation;
- 25.1.2 they will be responsible for ensuring that the adult staff working under them understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility;
- 25.1.3 they will be responsible for ensuring that such adult staff are aware of the degree of priority that these matters carry;
- 25.1.4 they will be responsible for providing such adult staff with reasonable time and the encouragement to pursue such matters;
- 25.1.5 they will notify the Heads of any matters within this field that they feel are beyond their competence to deal with;
- 25.1.6 they will be responsible for reporting to the Director of Finance and Operations through the Deputy Head with delegated responsibility for Health and Safety any accidents, incidents, near misses or damage for appropriate investigation;
- 25.1.7 they will be responsible for informing the Director of Finance and Operations through the Deputy Head with delegated responsibility for Health and Safety of any potential hazards in the fabric or structure;
- 25.1.8 they will be responsible for ensuring adequate supervision for pupils inside their House at all times;
- 25.1.9 in respect of COSHH Regulations, they will be responsible for notifying directly to the Director of Finance and Operations any new substances that are required to be purchased by their House, except when supplied by the Domestic Bursar or Estate Manager;
- 25.1.10 they will be responsible for ensuring that the adult staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in Part 2 of this Policy;
- 25.1.11 they will ensure that all fire doors are kept closed at night, this work being undertaken by themselves and not delegated to pupils;
- 25.1.12 they will make arrangements for night-time fire practices at the agreed frequency (boarding Housemasters/Housemistresses/House Parents only);
- 25.1.13 they will ensure that all pupils and sleeping-in academic and domestic staff in the house are fully familiar with all fire instructions (boarding Housemasters/Housemistresses only);
- 25.1.14 they will constantly monitor all rooms under their supervision as to correct use of electrical equipment;
- 25.1.15 they will ensure that all means of escape in case of fire are at all times kept free and unobstructed;
- 25.1.16 they will contact the Director of Finance and Operations through the Deputy Head with

delegated responsibility for Health and Safety if there are any problems with the location of fire extinguishers or the fire safety equipment.

## **2.6 Laboratory Technicians and at The Mount, Mill Hill International the relevant Teacher(s) responsible for the Science Laboratories.**

2.6.1 They will be responsible to the Head of Science or Head of Department as appropriate for the following:

- 2.6.1.1 gas supplies which will be switched off whenever they are not required, i.e. at the end of a practical;
- 2.6.1.2 the constant security of all toxic and highly flammable substances which may be used in their department;
- 2.6.1.3 to this end ensuring that all stores are kept securely locked when not actually being supervised;
- 2.6.1.4 for ensuring that all experiments and services are rendered safe, so far as it is safe to do so, on hearing the fire alarm;
- 2.6.1.5 for ensuring that a sufficient number of the correct fire extinguishers are available within, or close to, the Prep rooms;
- 2.6.1.6 for reading and acting upon all information supplied by the Head of Science;
- 2.6.1.7 for checking the contents of the First Aid Box and Eye Wash facilities on a monthly basis and informing the appropriate person as listed in Part 3 of this Policy of the Replenishments required.

## **2.7 Functional Managers**

2.7.1 This section refers to the Line Managers who head secretarial, maintenance, grounds and gardens, cleaning, catering, laundry, domestic, security, the Archivist and Mill Hill School Enterprises. They will be responsible to the Director of Finance and Operations for the following:

- 2.7.1.1 for the safe running of their activities;
- 2.7.1.2 for ensuring adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy;
- 2.7.1.3 for ensuring that staff have appropriate training according to the needs of their work;
- 2.7.1.4 they will undertake the necessary training pursuant upon completion of work under the COSHH Regulations;
- 2.7.1.5 for ensuring that all agreed systems of work are followed;
- 2.7.1.6 where they come across matters that they feel are not within their competence to deal with, they should refer the matter to the Director of Finance and Operations;
- 2.7.1.7 for investigating any accident or incident of a type specified by the Director of Finance and Operations and reporting accordingly.

## 2.8 Full-time, Part-time and Temporary Employees and Volunteers

- 281 The employees of the Foundation will take reasonable care for themselves and other persons who may be affected by their actions and will be fully aware of their duties under Sections 7 and 8 of the Health and safety at Work etc Act 1974 and also under the specific Codes of Regulations;
- 282 they will wear and use all Personal Protective Equipment and safety devices that are provided by the management for their protection and cooperate fully with the management when the latter are pursuing their responsibilities under the above Act;
- 283 they will observe all Safety Rules and Regulations both statutory and school and conform to any safe systems of work that may be developed;
- 284 they will report all accidents, incidents and damage to their immediate superior.

## 2.9 Specific Arrangements

- 291 In the areas listed below, the holders of the following posts have executive authority for health and safety in the areas shown:

■ Mill Hill School	Head of Mill Hill School
■ Belmont School	Head of Belmont School
■ Grimsdell School	Head of Grimsdell School
■ The Mount Mill Hill International	Head of The Mount Mill Hill International School
■ Departmental rooms	Heads of Department
■ Circulation space	Estate Manager (with the support from the Grounds Manager)
■ Non-departmental rooms	Estate Manager (with the support from the Premises and Facilities Manager)
■ Sixth Form areas	Assistant Head of Sixth Form
■ Patrick Troughton Theatre	Head of Drama, Mill Hill School
■ Catering areas (all schools)	Domestic Bursar
■ Garages and maintenance area	Estate Manager
■ Swimming Pool and Sports Hall (MHS)	Director of Sport
■ Sports Hall (Belmont)	Head of Sport, Belmont School
■ Grounds and associated work areas	Grounds Manager
■ Playgrounds, footpaths and fences	Grounds Manager
■ CCF Armoury and Magazine	CCF Contingent Commander
■ Obstacle Course	CCF Contingent Commander
■ Outdoor Learning Classroom	Head of Grimsdell
■ Chapel	Chaplain
■ Archive	Archivist

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**millhill.org.uk**



**Mill Hill School**  
The Ridgeway  
Mill Hill Village  
London NW7 1QS

020 8959 1221  
**millhill.org.uk**