



Kents Hill Park School

Health & Safety Policy

Kents Hill Park School Health and Safety policy



ADOPTION AND AMENDMENTS TO HEALTH & SAFETY POLICY

Written June 2018

Section	Governors' Meeting or Committee	Page and Year of Minute
Whole Document	KET Board of Directors	July 2018
	Next review: 2018/2019	



References:

- A. School Trips and Visits Policy**
- B. Administration of Medicines by Staff**
- C. CCTV System Policy**
- D. School Minibus Policy**
- E. Site Procedures Handbook**
- F. Staff Handbook**
- G. Chartwells Health & Safety Policy**
- H. Birkin Services Health & Safety Policy**

Annexes:

- A. Birkin Services Health and Safety Policy**
- B. Chartwells Health and Safety Policy**

STATEMENT OF INTENT

The Local Governing Body of Kents Hill Park School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Local Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Local Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Local Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Local Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

The Governors and Senior Leadership Team of Kents Hill Park School are committed to:

- a. Providing a safe and healthy learning and working environment.
- b. Preventing accidents and work related ill health.
- c. Compliance with statutory requirements as a minimum.
- d. Assessing and controlling risks from curriculum and non-curriculum work activities.
- e. Ensuring safe working methods and providing safe working equipment.

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- f. Providing effective information, instruction and training.
- g. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- h. Setting targets and objectives to develop a culture of continuous improvement.
- i. Ensuring adequate welfare facilities exist throughout the organisation.
- j. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Local Governing Body recognises that:

- it has a moral duty to take all reasonable steps to prevent people being harmed;
- accidents cost money, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets;
- it has a legal duty imposed by the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.
- The Every Child Matters agenda stipulates the entitlement of pupils to a healthy and safe environment

High standards of health and safety reduce harm and losses, improve our overall performance and make good business sense.

Name _____ Signature _____ Date:

Chair of Governors

Name _____ Signature _____ Date:

Headteacher



ORGANISATION

1.0 RESPONSIBILITIES

The Health and Safety at Work Act 1974, requires elected members, governors, and employees according to their particular roles, to take the initiative on certain matters.

The school will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others. The Head teacher has the day-to-day responsibility for Health and Safety matters in the school.

In order to achieve compliance with the Statement of Intent, additional responsibilities have been assigned to the Local Governing Body, Headteacher and staff as detailed below.

1.1 Kents Hill Park School

The Local Governing Body and Senior Leadership Team have responsibility to ensure that:

- A clear written policy statement is created which promotes the correct attitude towards safety of staff, visitors and students.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The Health and Safety Policy and performance is reviewed annually.
- Risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Relevant health and safety guidance from the Council/LA is drawn to the attention of all employees.

1.2 The Headteacher

In their capacity as the key person responsible for the effective management of health and safety, the Headteacher will ensure the effective implementation of this Policy by ensuring:

- This Policy is communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors
- Appropriate consultation/reporting arrangements are in place for staff and their representatives.
- All staff are provided with information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.

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- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- Compliance with the requirements of the Occupier's Liability 1957/1984.
- That remedial action is taken following health and safety inspections.
- The establishment's annual health and safety action plan is drawn up and action carried out as appropriate.
- Co-operation with and providing necessary facilities for trades union safety representative.
- Specialist advice on health and safety matters is sought where appropriate.
- That a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.
- That appropriate procedures for the authorisation of school visits are followed.
- That all statutory inspections are completed and records kept;
- That emergency drills and procedures are carried out regularly and monitored for effectiveness;

Note: in the absence of the Head Teacher these responsibilities fall to his/her immediate deputy.

1.3 Teaching/Associate Staff Holding Posts/Positions of Special Responsibility

Whilst it is acknowledged that the ultimate responsibility for Health and Safety matters in school rests with the Head Teacher and Local Governing Body, all staff in school have a clear responsibility in ensuring the effective delivery of this policy.

The Health and Safety at Work Act (1974) states that it shall be the duty of every employee whilst at work:

- To take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and;
- As regards any duty or requirement imposed on his employer or any other person under any of the relevant statutory provisions, to cooperate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

The Act further states that no person shall intentionally or recklessly interfere with or misuse anything provided and, in the interests of health and safety, procedures are observed and

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carried out for the protection of students and all other visitors to school, all employees should:

- know of, and observe, any specific safety measures relevant to their own working area and working practices.
- Observe the standards of dress which are deemed to be consistent with safety and hygiene in their working practices and areas.
- Ensure that their immediate responsibilities in maintaining the necessary safety and hygiene for their work are fulfilled.
- Know and apply the necessary emergency procedures which may result as a consequence of a fire or any other emergency, accident, injury or first aid situation.
- Not use, or wilfully misuse, neglect or interfere with items provided for their own safety or for the safety of others.
- Maintain a clear line of communication regarding health and safety practices and procedures, cooperating with other school employees in promoting the continual improvement of safety measures within school.
- Cooperate with the designated safety representatives and officers of the Health and Safety Executive or the Public Health Authority, as appropriate, to ensure the effective delivery of this policy in school.
- All personnel involved with working with or alongside children should be DBS checked with enhanced checks for staff working directly with children.

All individual staff members are vital to the effective implementation of this policy but some staff have particular obligations which relate to their own subject and/or management areas of responsibility. These staff members are directly responsible to the Headteacher in ensuring that they are fully aware of any existing or new safety measures and procedures and that they are fully observed and implemented. Further, they must ensure that any additional guidance given by the Headteacher, the Local Authority or by other external advice agencies is implemented as appropriate to the needs of the school.

This section includes the Deputy Headteachers, Headteacher (Primary and Nursery), Assistant Headteachers, Business Director, Subject Leaders, Trust Manager FE, Catering Manager and Administration Managers/Supervisors. They must:

Apply the Health and Safety Policies to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements and

Develop Health and Safety policies/procedures in accordance with the School's policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks. Specifically, they must:

- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

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- Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately.

1.4 Special Obligations of Class Teachers

Class Teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Line Manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the School without authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the Trust Manager FE via the online reporting system.
- Report all accidents, defects and dangerous occurrences (including near misses) to their Line Manager or Site Manager/Business Director.

1.5 Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and well being of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Headteacher or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific Health and Safety training received.
- Report all accidents and near misses in accordance with procedures appended to this Policy.



- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies. All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

1.6 Obligations of Contractors

- All contractors who work on School premises are required to identify and control any risk arising from their activities and inform the Business Director/Trust Manager FE of any risks that may affect the staff, students and visitors.
- All contractors must be aware of the School Health and Safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

1.7 Obligations of Students

Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

1.8 Responsibilities of Risk Assessors

Although a management responsibility, nominated Risk Assessors will usually undertake workplace risk assessments. The Risk Assessor is a member of staff who has undergone training to give them the required knowledge and skills to undertake health and safety risk assessments i.e. they are competent. Staff will undertake risk assessment in-house training to enable them to produce risk assessments.

Risk Assessors will:

- Attend appropriate training before carrying out any risk assessments.
- Carry out risk assessments as directed by their Manager.

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- Make a written record of the risk assessment using corporate documentation.
- Communicate the findings of the risk assessment to the relevant Manager.
- Where risks are not adequately controlled, develop an action plan with the appropriate Manager.
- Conduct inspections of the workplace at least once per term to ensure that the working environment and equipment are safe and adequately maintained.
- Inform Managers of any additional hazards they become aware of.
- Seek further advice/support and expertise where required.
- All risk assessments will be copied and kept in the relevant department and a central file which is kept in the Business Director's office

2 HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee is to comprise of:

- Office Manager
- Trust Manager FE
- Members of the Site, Premises and Health and Safety Committee

The Committee will meet as deemed necessary but not less than four times annually.

2.1 Terms of Reference of the Health and Safety Committee

Under Section 2 (7) of the Health and Safety at Work, Act 1974 Etc., the Premises and Health and Safety Committee have the function, in consultation with the staff and students they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and students. Specific functions will include:

- The study of accident and notifiable disease statistics and trends, so that reports can be made to the Local Governing Body on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and factual information provided by inspectors of the enforcing authority.
- Consideration of reports which safety representatives may wish to submit.
- Assistance in risk assessment and the development of School safety procedures and safe systems of work.
- Monitoring the effectiveness of safety procedures and safe systems of work.
- Monitoring the effectiveness of the safety content of employee training.
- Monitoring the adequacy of safety and health communication and publicity in the School.



3 PROCEDURES AND ARRANGEMENTS

3.1 Introduction

Procedures and arrangements have been established at Kents Hill Park School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Where more detailed policies and written procedures are available, they are provided, as appropriate, to staff and visitors.

3.2 Accident and Incident Reporting.

All accidents, incidents and near misses/dangerous occurrences must be reported as promptly as possible on the Accident Log on the 'T' drive. If an accident results in serious injury resulting in being sent to hospital or time off then an Accident Report form (available from Reception) must be completed and handed to the Business Director who will investigate. Significant accidents as defined in RIDDOR must also be reported as follows:

by email on riddor@natbrit.com; by telephone on 0845 300 9923;

by fax on 0845 300 9924; or

by post at

Incident Contact Centre (ICC)

Caerphilly Business Park

Caerphilly

CF83 3GG

Accidents reported to the HSE must always be brought to the attention of the Health and Safety Committee. Further details in Reference F.

Fatal accidents, major injuries and dangerous occurrences must be reported without delay (eg by telephone). This should be followed by a report in writing within 10 days, using form F2508. The advice of the HSE can be sought if there is doubt as to whether the accident is reportable.

3.3 Accident Investigation

All accidents, however small, will be investigated and the findings recorded.

Time allocated to each investigation will depend on the seriousness of the accident.

During or on completion of the investigations, a risk assessment should be carried out or existing risk assessment amended to avoid reoccurrence of the accident.

3.4 Accident/Ill Health Evaluation

The Business Director will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

3.5 Bomb Threat Procedure

In the event of a bomb threat or suspicious package(s), a clear course of action has been identified and is set out in Reference F and made available to all staff.



Evacuation:

The Headteacher will decide whether to evacuate the building. Procedures to be followed in the event of an evacuation are set out in Reference F.- Security during an evacuation:

Security of the building during an evacuation is the responsibility of the Site Staff and procedures are set out in Reference E and Reference F.

3.6 Business Continuity Plan

The Trust has a separate policy (**Business Continuity Management Plan**) for managing a crisis, which should be followed in the event of:

- People related issues – Major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury.
- Premises issues – Fire, explosions, floods, subsidence.
- Technological – Computer related issues.

3.7 Catering

The catering has been outsourced by Chartwells. A copy of their policy (Reference G) can be found at **Annex B**.

3.8 Cleaning and Maintenance

The cleaning service has been outsourced to Birkin Services Ltd. A copy of their policy (Reference H) can be found at **Annex A**.

3.9 Contractors

The School is responsible for the selection and management of contractors in accordance with Kents Hill Park School guidelines for the Management of Contractors. Further details in Reference E:

3.10 Curriculum Safety (including out of School learning activities). SLT members who line manage Subject areas/departments are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and associate staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

3.11 Display Screen Equipment

The Trust Manager ICT is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Regular laptop users will be provided with docking stations if requested.

3.12 Electrical Equipment

The Trust Manager FE will ensure that testing, inspection and maintenance of equipment is undertaken as required, including any equipment brought into the school. Further details in Reference E.

3.13 Educational Visits and Journeys

The EVC coordinator is responsible for ensuring that all School trips are managed in accordance with Reference A. All teachers must be familiar with this policy.



3.14 Fire Evacuation Procedure

Fire Evacuation Drills are held every term in accordance with specified guidelines. All staff students and visitors must participate in the fire drill and follow the correct procedures.

The Trust Manager FE is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

Further details in Reference E

All staff must be familiar with the School Fire Safety Risk Assessment, the School Emergency Plan and evacuation procedures.

3.15 First-Aid And Supporting Students' Medical Needs

The School has completed a First Aid Risk assessment to ensure ample provision of trained personnel and First Aid supplies. There is a separate policy for students' medical needs – Reference B.

3.16 Hazardous Substances

The Trust Manager FE is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

Further guidance is provided in Reference E and Reference F.

3.17 Hazard Reporting

All employees, students, contractors and visitors are encouraged to report any sub-standard condition or practice.

3.18 Inclusion

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.

All teaching and associate staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENCO must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

3.19 Legionellosis

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. Control measures are in place and are specified in Reference E.



3.20 Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Lone working guidance is provided in Reference E and Reference F.

3.21 Machinery

All Subject Leader, teachers and supervisors controlling the use of machinery must be familiar and comply with the appropriate legislation.

3.22 Managing Medicines And Drugs

No student is allowed to take medication on the School site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a student to be carrying any unauthorized medicines/drugs.

The School **Policy for the Administration of Medication** provides detailed guidance and all staff should be familiar with this policy.

3.23 Maintenance and Repair of Equipment

Arrangements for the maintenance and inspection of equipment are specified within procedures in Reference E under the control of the Trust Manager FE.

3.24 Manual Handling

The School will ensure that any significant and necessary manual handling tasks are risk assessed.

No member of staff should attempt to lift or move any heavy furniture or equipment

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Associate staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

3.25 Risk Assessment

It is the Trust Manager FE's, Subject Leader or Manager of specific areas responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

Risk assessments for offsite trips, both residential and day trips are in a separate policy (Reference A)

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governors Site, Premises and Health and Safety Committee who will prioritise issues and assign resources to undertake remedial control measures where required.

3.26 Security

CCTV

CCTV systems are installed throughout the School and the management, operation and use of the CCTV systems are regulated by Reference C.

Cash handling

Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on school premises. Site staff are responsible for carrying



monies to and from the bank along with the Finance officer. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

Personal belongings

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The School accepts no responsibility for items left unattended. In the event of a theft, staff will be advised to report the incident to the police.

School equipment

It is the responsibility of the staff to take appropriate measures to maintain the security of any school equipment being used. Equipment found to be missing or believed stolen should be reported immediately to the Business Director. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

3.27 Severe Weather Conditions

In the event of severe weather conditions, it is the responsibility of the Headteacher in liaison with the Headteacher (Primary and Nursery) and Deputies, to make a decision on closure on grounds of health and safety. In the event of a decision to close on these grounds, governors will be informed. Further details in Reference E

3.28 Smoking

The Governors have adopted a no smoking policy throughout the school premises (all areas of the school within the inner fencing boundary).

All staff and parents will be informed and signs will be on display at main entrances to buildings.

3.29 Staff Training and Development

Safety induction must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of the School's Health and Safety provisions e.g. Action to be taken in the event of a fire, Fire exits and knowledge of first aid arrangements.

Training must also be given to all key staff and staff with special responsibilities, such as the Site staff, First Aid staff and Staff taking students on trips.

The School will keep a record of all staff who have been trained and the expiry dates of any certificates.

3.30 Transport

The Trust Manager FE is responsible for arranging the annual maintenance and MOT of the minibus. He/she is also responsible for ensuring that the buses are clean and in good condition at all times.

Reference D provides detailed information and guidelines on the use of the minibus.

3.31 Visitors - Health and Safety

Under the provisions of the Health and Safety at Work Act 1974, Kents Hill Park School has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of

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the school they intend to visit. They are to obey all displayed warning notices and verbal instructions.

Contractors who arrive to carry out work must inform the department/s of any potential hazard that may arise due to their work. (See Guide to Contractors available on request from the Trust Manager FE).

All visitors are to be made aware of the emergency procedures.

3.32 Working at Height

See Reference E. The Trust Manager FE is responsible for the purchase and maintenance of all ladders in the school which must conform to BS/EN standards as appropriate.

The Trust Manager FE is also responsible for completing risk assessments for all working at height tasks. This applies to all activities which cannot be undertaken whilst standing on the floor. A step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Failure to Comply - All employees should note that failure to discharge the obligations placed upon them by this policy or any relevant statutory provision means that they may be personally liable to:

Prosecution by the Health & Safety Executive

and/or

Disciplinary action under the school's disciplinary rules.