



Health and Safety Policy

Last Updated

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THE KING ALFRED SCHOOL HEALTH AND SAFETY POLICY

This policy should be read in conjunction with the following School policies:

- Critical Incident Management Plan
- Educational Visits Policy
- Fire Prevention Policy
- First Aid and Medicine Management Policy

INTRODUCTION

The Members of Council of the King Alfred School Society recognise their legal duty under the Health and Safety at Work Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees. They acknowledge that they have duties towards pupils, the public and visitors who use King Alfred School (KAS), these duties being implicit in the above Act and other legislation. In fulfilling these responsibilities Council seeks to achieve a balance between practicable safety precautions and reasonable levels of risk that may be retained in support of the KAS ethos and style of education.

The Members of Council accept these responsibilities. It is and will continue to be their policy to promote high standards of health, safety and welfare in accordance with the terms and requirements of the above Act, regulations made under that Act and approved codes of practice. Council and management recognize that they have an obligation to establish and maintain exemplary standards. Through their positive attitude and approach they will lead by example and encourage all staff to adopt a similar approach.

The School's policy and arrangements in relation to Health and Safety are laid out in this document. All staff are made aware of the policy and supporting procedures and they are included in the induction of new staff.

The Council has delegated responsibility for implementation of this policy to the Head and Director of Finance and Operations. Through them various responsibilities may be delegated to other members of staff. Health and Safety is regarded as an intrinsic responsibility of all members of the KAS community and is an integral part of its activities.

1. THE HEALTH AND SAFETY POLICY

The school will take reasonably practicable steps to:

- Maintain safe and healthy working places, systems of work and learning; environments, with adequate facilities and arrangements for employees' and pupils' welfare;

- Protect employees, pupils and others, including the public, in so far as they come into contact with foreseeable hazards;
- Provide all employees and pupils with the information, instruction, training and supervision that they require to work safely. The School's external Health and Safety Consultants will be available to provide relevant information and this will be disseminated to staff, as appropriate;
- Develop safety awareness amongst all employees and pupils, creating individual responsibility for health and safety throughout the school community;
- Ensure the health and safety of all participants in school trips by establishing and following appropriate procedures in line with the Department for Education (DfE) guidance;
- Provide a safe environment for all authorised visitors to the School's premises bearing in mind that visitors may not necessarily be attuned to the School's environment;
- Control effectively the activities of outside contractors when on the School's premises. Apart from routine supervision and control of contractors, this will be achieved in part by requiring copies of contractors' safety policies and review of risk assessment at the tender stage, where appropriate;
- Encourage effective two-way communication on health and safety matters, through the management structure and existing committees;
- Maintain this Policy as a working document, by publicising its contents and reviewing and revising it as necessary;
- Maintain awareness of the external environment that may be affected by the school's activities and pay full regard to the implications of the Environmental Protection Act 1990 including the duty of care as regards waste;
- Identify and control risk as a means of preventing injury and illness;
- Provide and maintain written risk assessment of the risks to the health and safety of its staff whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999;
- Retain external risk management advisers to act as competent persons to provide the necessary legal, technical and practical health and safety assistance and information and to act as an independent monitoring service for the activities of the School;
- Maintain a Health and Safety Committee, meeting regularly, with representatives of staff and reporting to Council.

The School will meet the requirements of relevant legislation, particularly the Children Act 1989 and follow relevant guidance issued by the Health and Safety Executive and the Department for Education.

The School will maintain a comprehensive manual of health and safety procedures to enable this policy to be implemented and operated effectively. All members of staff will be informed about relevant procedures and are expected to comply with them.

For a full review of fire standards and orders please refer to the Fire Prevention Policy.

2. SAFETY ORGANISATION

The organisation is designed to underpin a positive health and safety culture, supporting risk control at all levels.

Council

Members of Council accept their collective responsibility to ensure, as far as reasonably practicable, that the school provides a safe and healthy environment for staff, pupils and others who visit the school. They will:

- Require that they are informed of relevant health and safety risk management issues;
- Monitor the effectiveness of the implementation of this policy and review health and safety performance on a regular basis, at least annually;
- Ensure that this policy and its supporting procedures are reviewed and revised as necessary.

Head and Director of Finance and Operations

The Head of King Alfred School has primary responsibility, delegated by Council, for the implementation of this Health and Safety Policy within the School, particularly in relation to the educational aspects and the welfare of pupils. The Head:

- Ensures that key staff have adequate training to ensure competence and sufficient time and resources to discharge their responsibilities;
- Ensures that adequate communication and consultation channels are maintained and that this policy and supporting procedures are communicated to staff;
- Ensures that staff understand their responsibilities and have the time, training and encouragement to enable them to carry them out.

The Director of Finance and Operations supported by the Head of Operations is responsible for ensuring that the premises are safe and that there are safe systems of working in place. They:

- Monitor overall health and safety in the school and chairs the Health and Safety Committee;
- Ensure that there is a system of reporting of accidents and near misses and that necessary investigations are carried out;
- Place the contract for the annual external safety audit;
- Prepare the annual safety plan;
- Monitor legislative changes and ensure the school continues to comply with legislation relating to fire, electricity testing, legionella, asbestos and Control of Substances Hazardous to Health (COSHH).

Head of Operations

The Head of Operations is the School's Health and Safety Manager. He will carry out the responsibilities delegated to him by the Head and Director of Finance and

Operations for the effective implementation of the King Alfred School Health and Safety Policy. His particular functions include:

- monitoring the School's performance against the annual safety action plan;
- co-ordinating the preparation and use of statutorily required risk assessments;
- providing generic risk assessments, risk assessment templates and checklists;
- vehicle safety;
- fire safety;
- evacuation procedures;
- the supervision of contractors on School premises;
- coordination of classroom health and safety audits;
- advising on the appointment of, and liaising with the external risk management company;
- obtaining, interpreting and disseminating information on Health and Safety to promote a positive and proactive safety culture;
- facilitating training on Health and Safety matters;
- serving as a contact point for staff who require advice on Health and Safety issues and the balance between practicable safety precautions and reasonable levels of risk that may be retained in support of the KAS ethos and education;
- ensuring that there is a proper system for reporting accidents, incidents and near misses, investigating where required;
- liaison with and reporting to the Health and Safety Executive as required;
- facilitating provision of external specialist advice where required;
- coordinating the work of the Health and Safety Committee and alerting it and management to issues that may raise Health and Safety concerns.

Heads of Department and Departmental Managers

Heads of Department (HoDs), the Head of Operations, Catering Manager and Director of IT are responsible for overseeing the implementation of the School Health and Safety Policy within their own departments and areas of operation. They are responsible for ensuring that safe systems of work are established and maintained and are followed by all staff in their areas. In particular, each HoD and manager is responsible for:

- agreeing departmental health and safety priorities;
- ensuring the allocation of adequate and appropriate resources;
- ensuring that appropriate procedures for safe working are developed and followed;
- ensuring that new staff for whom they are responsible are inducted in accordance with the H & S Induction Checklist monitoring and reviewing the Health and Safety performance within their own Department;
- taking prompt action to correct any deficiencies;
- making sure that existing staff are made aware of any changes to procedures.

Each HoD and Departmental Manager will:

- Familiarize themselves with the contents of this policy and ensure that their staff are suitably briefed on documents and procedures.
- Arrange for the identification of risks which may be present in their work areas and activities. Ensure preparation of relevant risk assessments and implementation of

measures determined through those assessments. The record of risk assessments will be retained within the department.

- Set up a system for routine safety inspections in their work areas, (including fire extinguishers, fire blankets and fume cupboards) and ensure that any remedial issues are addressed. The manager will maintain a record of these safety inspections.
- Arrange for all new staff to receive safety training in accordance with the needs of their work including Control of Substances Hazardous to Health (COSHH) regulations. Records of the training will be kept within the Department.
- Investigate all accidents and incidents which occur in their department and promptly submit the necessary reports to the Head of Operations.
- Complete and return classroom audit sheets in accordance with the published timescale.
- Ensure adequate testing, examination, maintenance, servicing and repair of specialist equipment.
- Ensure compliance with procedures relating to school trips.
- Refer any safety matter not within their competence to the Head of Operations or Director of Finance and Operations.

Art, CDT, ICT and Science Technicians

Technicians will be responsible to Heads of Department for:

- isolating gas supplies to laboratories/workshops at end of each teaching day and shutting off supplies during breaks.
- the constant security of toxic and highly flammable substances, locking them away during breaks or when rooms are not in use for teaching.
- ensuring that a sufficient number of suitable fire extinguishers and fire blankets are available within or close to, workshops, laboratories and prep rooms.
- ensuring the adequate testing, examination, maintenance, servicing and repair of specialist equipment.

Staff Responsibilities

All KAS staff have a responsibility for safety and are expected to:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- co-operate with management to enable it to comply with its statutory duties and to implement its safety policy.
- not to intentionally or recklessly interfere with or misuse any equipment or property of the school.
- report any unsafe act or situation to their HoD or departmental manager.

These staff duties are legal responsibilities. Failure to observe these responsibilities may have significant personal consequences, including possible prosecution and/or disciplinary action.

Health and Safety Committee

The Health and Safety Committee is chaired by the Director of Finance and Operations and comprises the Head, as necessary, Director of Finance and Operations, other members of the Senior Leadership Team, as necessary, the Head of Operations, Heads and technicians of selected departments, designated safety representatives from Lower School. Other members of staff or Council may be invited to meetings as required.

The main responsibilities of the committee include:

- co-ordinating and promoting health and safety issues within the school;
- reviewing draft policies and updates and recommending safety policy to Council;
- monitoring policy implementation and safety performance within the school;
- considering the annual safety audit and agreeing and monitoring the implementation of the annual safety plan;
- approving safety standards within the school;
- reviewing Health and Safety procedures, including risk assessment procedures to ensure that they are properly conducted;
- reviewing accidents and incidents and agreeing actions to avoid future incidents including reviewing policies and procedures accordingly.

Arrangements for site inspections

Classroom and Department (Teaching and Support) inspections will be carried out by Heads of Department (HoD), Heads of Year, and individual staff members once a term. These room audits are then sent to the Health & Safety and Compliance Officer who collates the information and discusses and plans remedial action with the Head of Operations.

Departmental audits of higher risk subject are carried out twice a year with the support of the Health & Safety and Compliance Officer – Art, Science, PE, Design Technology.

Full inspections of the school are carried out every 12 months years by an external consultant as part of the Health and Safety Audit.

Interim inspections may be carried out by an external consultant to monitor progress and compliance or where expert advice is required.

A member of the governing body completes a site walkround of the Grounds with the gardeners and Head of Operations prior to every Grounds & Buildings meeting.

3. Safety Arrangements

Risk Assessments and school visits

Please refer the School's Educational Visits Policy for more detail on Health and Safety in the context of school visits. Please note the Safeguarding Children in Education Policy applies to all visits.

Risk Assessments will be prepared to identify and manage risks on the school premises and during the course of its activities. Guidance on the preparation and content of Risk Assessments is available from the Head of Operations.

When planning visits the School uses the following non-statutory guidance: 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014)'

No trip will be allowed to depart if there is not an appropriate risk assessment signed off by the Health & Safety and Compliance Officer.

All adults involved in overnight stays will have had an enhanced disclosure and barred list check.

Pupils will be prepared for trips, particularly in regard to the behaviour expected, the relevant school policies, and also about SEN and arrangements for any medical needs.

Prior to going on trips parents will be expected to give written permission for emergency medical treatment to be given 'in the event they cannot be contacted' – this is a precaution as in every circumstance if time allows, the parent will be contacted first.

Group leaders organizing visits must be given sufficient time to ensure the visit is well planned.

Health and Safety Training

All staff will receive health and safety information and training shortly after commencing their employment with the school. This training will cover the basic health and safety requirements for their work area.

HoDs and departmental managers will ensure that staff working in areas where specific risks are present are provided with the appropriate training to enable them to carry out their jobs with proper regard to the safety of themselves and others.

Managers will review individual training needs with all employees on at least an annual basis. Records of all staff safety training carried out will be kept within the Department.

Contractors

External contractors will normally be engaged by the Head of Operations who will ensure that:

- they are competent to carry out the project
- have appropriate safe methods of working
- that they meet the requirements for Safeguarding Children in Education

A contractor is anyone who enters school property or premises to carry out work. The way in which contractors are controlled will depend on the type of work they are required to do, and the level of the risk involved.

Both the School and contractors have duties under the Health and Safety at Work Act. The responsibilities of both parties should be clearly defined before work begins.

HoDs and managers will monitor the activities of contractors working in their departments and will report any safety concerns to the Head of Operations.

Accident Reporting and Investigation

All incidents which require first aid treatment will be logged in the First Aid book maintained by the School Nurse. The Health & Safety and Compliance Officer, as the School's Health and Safety Manager should be informed. The Head of Operations will ensure that serious incidents are investigated as soon as reasonably possible - and in any event within 72 hours.

A written accident report will be produced and retained for all incidents except those which require only minor first aid treatment.

The Reporting of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 require that, in the case of serious accidents and injuries, the Health and Safety Executive (HSE) is notified immediately. The Director of Finance and Operations will ensure that arrangements are in place for this. The Head of Operations will arrange for 'notifiable' accident reports to be forwarded to the HSE, as soon as possible, and in any case within 10 days. The Head will review major accidents immediately, informing Council where appropriate, and review all accident report forms on a half termly basis. The Health and Safety Committee will review a summary of them on a termly basis.

First Aid Arrangements

The Head and Director of Finance and Operations will ensure that there are sufficient staff with appropriate levels of first aid training. Suitable arrangements will be made for special events and trips.

Manual Handling

The Manual Handling Operations Regulations 1992 apply. Employees should not undertake any manual handling operation which involves a risk of injury, unless a risk assessment has been carried out. Where a risk assessment is carried out, appropriate steps will be taken to reduce the risk to the lowest level reasonably practical. Lifting and handling aids will be provided. The Head of Operations is responsible for coordinating the completion of these assessments.

Emergency and Contingency Plans

Emergency and contingency plans are determined by the Critical Incident Management Team.

HoDs and Managers will ensure that all staff are made aware of necessary arrangements, and are provided with the appropriate information and training as part of their induction.

Monitoring and Review

King Alfred School's Health and Safety Committee monitors the implementation of this policy at least once each term.

Safety will be a regular agenda item at management team meetings and the Head and Director of Finance and Operations will address specific incidents and concerns.

The Head and Director of Finance and Operations will report at least annually to Council on the effectiveness of the School's Health and Safety policy and procedures.

Security

King Alfred School will develop and adopt procedures for managing personal safety risks based upon safe premises, safe procedures and safe people. The following procedures are adopted:

- All points of access and egress to the school will be secured and/or monitored so as to prevent unauthorised access to the school.
- The school will ensure that a procedure for the safe collection of pupils is developed and made known to all staff.
- All staff will be made aware of the procedures to be followed if they suspect any person to be on the premises without permission.
- All persons visiting the school will be required to sign-in and wear an appropriate identification badge.
- Visitors to the school who are not DBS cleared will be escorted by a member of staff at all times.
- The Head of Operations will conduct a security audit of the school at regular intervals.

On-Site Vehicle movements

King Alfred School seeks to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner, that vehicles and pedestrian access/egress are separated wherever possible.

The Head Teacher and Director of Finance & Operations have responsibility for the implementation of this aspect of the policy with support from the Head of Operations as appropriate. The following areas will be addressed:

- Vehicles on site
- Parking and deliveries
- Access control and security

Parking arrangements are specified for staff. There is a very limited amount of parking which may be designated for use by visitors, those who are disabled and contractors within the staff car park.

Waste collection & deliveries

Wherever possible, waste collection deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day or at the end.

Deliveries should be arranged in advance wherever possible. Regular contractors such as those collecting waste have the restricted hours of access/egress built into the contract. Where it is essential that a delivery takes place during the normal working day, companies are told in advance of when they can deliver and what times must be avoided. Their arrival and departure will be supervised by Front of House staff and parking will be permitted only in designated areas.

Parents and Visitors bringing vehicles on site

Parents' and visitors vehicles are only allowed on the Manor Wood drive only in exceptional circumstances (eg collecting a sick child or the delivery or collection of heavy or bulky items). In such circumstances, permission must be obtained from the Head of Operations and the same restrictions apply except in the case of a sick or injured child. During school hours, vehicle movement must be supervised at all times, proceeding with extreme caution and with a member of staff walking alongside the vehicle to alert pedestrians, observing speed limits.

Staff bringing vehicles on site.

Staff parking is very limited and staff who do park in one of the designated spaces must also follow the timing restrictions for all other vehicle entry and exit.

School Minibuses and Tractor Mower

It is inevitable that King Alfred School owned minibuses and the tractor mower will need to move around the site during school hours. When moving across the site at times when pupils are in school, great care is to be taken and speed limit observed. Field works do not take place during lesson times.

Timing Restrictions for King Alfred School vehicle access

- No vehicular access between 08.15 and 9.10 or between 15.15 and 16.10
- During these times a member of SLT and a member of the Estates carry out gate duty ensuring safe pedestrian access and stopping vehicles from coming into the site or where vehicles are already on site ensuring they do not leave until the designated time

School building design and maintenance of plant equipment

The school works within the following government guidance:

<https://www.gov.uk/government/collections/school-design-and-construction>

Fire safety and emergency management

The Health & Safety and Compliance Officer will maintain a Fire Log Book. This will contain details of all training, fire drills, testing of alarm system, maintenance of fire related equipment etc. The following procedures are adopted:

- All staff will receive basic fire safety instruction and training at induction and then at regular intervals. The Head of Operations or an external provider will deliver this training.
- A fire risk assessment is completed by an external competent third party. This is completed and reviewed on an annual basis.

- The Head of Operations will ensure that contractors maintaining equipment are competent to do so.
- Procedures for action to take in the event of a fire are developed in the form of a separate fire emergency plan. This is based upon best practice from the LFB or expert external consultants.
- The Health & Safety and Compliance Officer will ensure that means of escape are well maintained and safe to use at all times the establishment is occupied.

Asbestos management

The school has adopted the following procedures in relation to the management of asbestos containing materials:

- The Head of Operations has been nominated to manage asbestos within the establishment and will be provided with training to enable them to do so.
- The Head of Operations will keep a copy of the asbestos register and survey.
- Any contractors working in the premises will be required to review the asbestos register and sign that they have seen it.
- Any works commissioned by the school that involve the removal of asbestos containing materials will be done so within the requirements of the Control of Asbestos Regulations 2006.
- Where required a Type 1, 2, or 3 Asbestos survey will be carried out prior to building or refurbishment works taking place (for example, during demolition).

Hazardous and dangerous substances

To effectively manage the use, handling and storage of hazardous or dangerous substances, the school will adopt the following procedures:

- Any hazardous and/or dangerous substances used at the school will be identified through the Safety Data Sheet supplied.
- The school will assess the risks from the use, handling, storage and disposal of substances.
- Appropriate control measures relevant to the substance will be adopted, based upon the risk assessment.
- All those involved in the use, handling or storage of substances will be provided with adequate information, instruction and training.
- Where deemed necessary monitoring and health surveillance of staff using or handling substances will be undertaken.
- Appropriate emergency procedures will be developed where the type and quantities of substances require this.

Premises, plant and equipment

The school will work in conjunction with Government guidance to ensure that all items of plant and equipment are well maintained. The procedures adopted are as follows:

- All items of plant and equipment will be identified along with relevant legal compliance requirements.

- A scheme of inspection, testing and maintenance based upon legal requirements and/or best practice will be developed by the Head of Operations.
- The Head of Operations will ensure that third party contractors are competent to undertake the necessary inspection, testing and maintenance.
- The Director of Finance and Operations in conjunction with the Head of Operations and Head will ensure that any remedial work recommended following testing, inspection and maintenance is undertaken.
- Council will ensure that suitable finances are allocated to inspection, testing and maintenance.
- The Health & Safety and Compliance Officer will keep suitable records of all testing, inspection and maintenance.

The premises will be kept in a state of good repair and efficient working order with particular attention on the following:

- The maintenance and use of appropriate glazing elements throughout the school.
- The prevention of slips and trips by keeping flooring, surfaces etc free from faults, obstructions and substances.
- Finger traps on doors will be prevented by the use of 'finger guards' where appropriate (particular in EYFS settings).
- Lighting will be well maintained so as to ensure occupants may observe any hazards and to enable them to undertake work activities safely.
- Heating and temperatures will be maintained in accordance with legal requirements.

Kitchens

The school kitchen is run by an external contractor. However, it is recognised that there is a need for the school and contractor to co-operate and share information in relation to Health & Safety.