



HEALTH AND SAFETY POLICY

Policy area

Staff, Students, Visitors

Statutory regulation

Health and Safety at Work Act 1974 and associated legislation

SLT Lead

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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 students, the public and visitors who use King Alfred School (KAS), these duties being implicit in the above Act and other relevant 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.

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, in particular the Health and Safety Coordinator (Head of Facilities). 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 students' welfare;

- Protect employees, students and others, including the public, as far as reasonably practicable, in so far as they come into contact with foreseeable hazards;
- Provide all employees and students with the information, instruction, training and supervision that they require to work safely. The school's external Health and Safety Consultants provide relevant information and this will be disseminated to staff, as appropriate;
- Develop safety awareness amongst all employees and students, creating individual responsibility for health and safety throughout the school community;
- Ensure the health and safety of all participants in school trips is maximised by establishing and following appropriate procedures in line with the Department for Education (DfE) guidance;
- Provide a safe environment, as far as reasonably practicable, 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, as far as reasonably practicable, 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' risk assessments, 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 and reviewing and revising it as necessary;
- Maintain awareness of the external environment that may be affected by the school's activities and manage waste accordingly;
- Identify and control risk as a means of preventing injury and illness;
- Provide and maintain written risk assessments 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 (see separate Risk Assessment Policy);
- Retain external health and safety 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, as appropriate.

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 plus full-scale school evacuation, 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, students 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;
- Ensure that this policy and its supporting procedures are reviewed and revised as necessary.

Head and Director of Finance and Operations (“DFO”)

The Head of King Alfred School has primary responsibility, as 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 students. 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 DFO (who chairs the Health and Safety Committee), supported by the Head of Facilities (who is also the Health and Safety Coordinator) and the Head of Estates, is responsible for ensuring that the premises are as safe as reasonably practicable and that there are safe systems of working in place. They:

- Monitor overall health and safety in the school;
- 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;
- Implement recommended action points from the audit;
- 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 Facilities

The Head of Facilities is the school's Health and Safety Coordinator who carries out the responsibilities delegated to them by the Head and DFO for the effective

implementation of the school's Health and Safety Policy. Supported by the Head of Estates, their particular functions include:

- Monitoring the school's performance against the action points from the annual health and safety audit
- 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
- Supervision of contractors on school premises
- Coordination of health and safety audits
- Advising on the appointment of, and liaising with the external health and safety advisors
- 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
- Arranging termly meetings 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/Support Staff Managers

Heads of Department (HoDs), the Catering Manager and other Support Staff Managers are responsible for overseeing the implementation of the school's 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 Health and Safety Induction Checklist, monitoring and reviewing the health and safety performance within their own department
- Taking prompt action to correct any deficiencies
- Ensuring that existing staff are made aware of any changes to procedures

Each HoD, Departmental Manager and Support Staff Manager should:

- 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 centrally by the Head of Facilities
- Set up a system, in liaison with the Head of Facilities, 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 Head of Facilities will maintain a record of these safety inspections
- Arrange for all new staff, in liaison with the Head of Facilities, to receive safety training in accordance with the needs of their work - records of the training will be kept by the Head of Facilities with any corresponding certificates filed with HR
- Investigate all accidents and incidents which occur in their department and promptly submit the necessary reports/forms to the Head of Facilities
- Complete and return classroom audits annually
- Ensure adequate testing, examination, maintenance, servicing and repair of specialist equipment
- Ensure (if appointed as trip leader) compliance with procedures and risk assessments relating to school trips (See Educational Visits Policy)
- Refer any safety matter not within their competence to the Head of Facilities and/or the Director of Finance and Operations

Art, DT, ICT and Science Technicians

Technicians are responsible to Heads of Department and the Head of Facilities (as Health and Safety Coordinator) for:

- Isolating gas supplies to laboratories/workshops at end of each teaching day and shutting off supplies during breaks
- 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, in liaison with the Head of Facilities, the adequate testing, examination, maintenance, servicing and repair of specialist equipment

Staff Responsibilities

All KAS staff have a responsibility for health and 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
- Cooperate with management to enable it to comply with its statutory duties and to implement its health and safety policy
- Not to intentionally or recklessly interfere with or misuse any equipment or property of the school
- Report any defective equipment to the Head of Facilities, or in their absence, the Head of Estates and immediately remove from use
- Report any unsafe act or situation to their HoD or departmental manager in addition to the Head of Facilities (as Health and Safety Coordinator)

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, Director of Finance and Operations, other members of the Senior Leadership Team, as necessary, the Head of Facilities (as Health and Safety Coordinator), Head of Estates, Heads (and Technicians) of selected departments, the School Nurse plus a designated safety representative from Lower School (usually the Deputy Head). Other members of staff or Council may be invited to meetings as required. Members of the committee are expected to arrange cover in order to attend these meetings. Where this is not possible, members of the committee should try and send a substitute in their place.

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 health and 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 any corresponding action points
- 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) audits are carried out by Heads of Department (HoDs), Heads of Year, and individual staff members once a year. These room audits are then sent to the Head of Facilities by each September for that academic year. The Head of Facilities collates the information and discusses and plans any necessary remedial action alongside the Head of Estates.

Departmental audits of higher risk subject areas are carried out annually with the support of the Head of Facilities – these include Art, Science, PE, the Forge and Design Technology.

Full inspections of the school are also carried out every 12 months 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 Head of Estates on a termly basis, where possible.

3. Safety Arrangements

Risk Assessments and school visits

Please refer to the school's Educational Visits Policy for more detail on Health and Safety in the context of school trips and camps.

The Safeguarding and Child Protection Policy applies to all visits.

Risk Assessments are 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 Facilities.

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 Head of Facilities. All residential or overseas trips must also have their risk assessments counter-signed by the Head or Deputy Head (for Upper School trips) and the Head of Lower School (for Lower School trips).

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

Students will be prepared for trips by the Trip Leader, particularly in regard to the behaviour expected, the relevant school policies, and also about SEND 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.

Trip leaders organising visits must allow sufficient time to ensure the visit is well planned.

Health and Safety Training

All staff will receive health and safety information and training from the Head of Facilities 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, usually as part of the appraisal process. Records of all staff safety training carried out will be kept by the HR Department.

Contractors

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

- Are competent to carry out the project
- Have appropriate safe methods of working
- Meet appropriate safeguarding and child protection requirements

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 Facilities and/or Head of Estates.

Accident Reporting and Investigation

Please see the First Aid and Medicine Management Policy for details.

The Director of Finance and Operations, in liaison with the Head, will review major accidents immediately, informing Council as appropriate. The Health and Safety Committee reviews a summary of accidents on a termly basis.

First Aid Arrangements

The Head will ensure that there are sufficient staff with appropriate levels of first aid training. Suitable arrangements will be made for special events and trips. See First Aid and Medicine Management Policy for further details.

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 Estates 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. A Critical Incident Management Plan is in place.

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 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 as much as reasonably practicable so as to mitigate against 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 outside drop-off and pick-up times will be required to sign-in at Main Reception 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 (if children are present) or as much as reasonably practicable in line with ISI regulations and relevant safeguarding guidelines
- The Head of Facilities will conduct a visual security audit of the school at regular intervals and report back to the Director of Finance and Operations with any concerns which need addressing

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 and that vehicles and pedestrian access/egress are separated wherever possible.

The Head and Director of Finance and Operations have responsibility for the implementation of this aspect of the policy with support from the Head of Estates and Head of Facilities as appropriate. The following areas are 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 on site which may be designated for use by visitors, those who are disabled and contractors.

Waste collection & deliveries

Wherever possible, waste collection deliveries are organised to take place at times when students are not on site, such as before the start or at the end of the school day. Deliveries are 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 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 in exceptional circumstances (eg collecting a sick child or the delivery or collection of heavy or bulky items). In such circumstances (except for collecting a sick or injured child), prior permission must be obtained from the Head of Facilities/Estates and the Main Reception staff must be informed in advance. During school hours, vehicle movement must be supervised at all times, proceeding with extreme caution.

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 current timing restrictions set out below which are in place for the safety of all involved.

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 students are in school, great care is taken. Field works do not take place during lesson times where possible.

Timing Restrictions for King Alfred School vehicle access

- No vehicular access between 8.15am and 9.10am or between 3.15pm and 4.10pm unless in an emergency.
- During these times, a member of the Estates team will usually carry out gate duty (sometimes alongside a member of SLT) 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 follows the appropriate guidance and framework as set out in ISI and other regulatory guidelines.

Fire safety and emergency management

The Head of Facilities will maintain a Fire Log Book. This will contain details of all fire drills including false activations. Details of fire training, testing of the fire alarm system, maintenance of fire related equipment etc are kept separately in the Health and Safety TEAMS folder. 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 Facilities or an external provider will deliver this training.
- A fire risk assessment is completed by an external competent third party every 3 years. This is reviewed either internally or externally on an annual basis.
- The Head of Estates/Facilities 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 - see the Fire Prevention Policy for more details.
- The Head of Facilities 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 Estates has been nominated to manage asbestos within the establishment and uses external contractors for this purpose.
- The Head of Estates 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 2012.
- 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 relevant current 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 Estates in conjunction with the Head of Facilities.
- The Head of Estates in conjunction with the Head of Facilities 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 Estates/Facilities 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 Head of Facilities will keep suitable records on TEAMS 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 floors and surfaces free from faults, obstructions and substances.
- "Finger guards" will be used in some places (particularly in EYFS) to try to mitigate against fingers being trapped in doors.
- 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. It is recognised, however, that there is a need for the school and contractor to co-operate and share information in relation to Health & Safety. The Head of Facilities and the Director of Finance & Operations manage the catering contract and will address safety at regular meetings with catering provider.

This policy is reviewed annually or more frequently, as necessary.