

JOHN TAYLOR MULTI ACADEMY TRUST



Health and Safety Policy

JTMAT schools subscribe to Staffordshire County Council's Strategic H&S Service SLA and therefore all schools use this model policy adapted to meet their local needs. In addition to this H&S Policy, all schools within the MAT must have Fire Evacuation Procedures in place

Implementation date: September 2017

Review date: September 2019

Model Framework for a School Health, Safety & Wellbeing Policy

Schools are required to have a Health, Safety and Wellbeing Policy in place.

It is recommended that the School's Health, Safety and Wellbeing Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.

The organisation and arrangements which support the Health, Safety & Wellbeing Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

What should you do with this Model Policy?

The Model Policy is designed as a model which schools may adapt, edit and upgrade for their own use.

The policy has 4 parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Information on organising for health and safety and the responsibilities of key people within the school.

Part 3 - The detailed arrangements & procedures in place for Health, Safety and Wellbeing.

Part 4 – Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The School's Health, Safety and Wellbeing Policy should make reference to, and be complemented by, the County Council Policy on Health Safety and Wellbeing which can be found on the Staffordshire Learning net (SLN) at;

<http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Healthand-Safety/Policy/Policy.aspx>

For schools where the council is not the employer reference should be made to their employers Health, Safety and Wellbeing Policy. Information may be available to such schools from the diocese, trust or sponsor etc.

Health, Safety & Wellbeing Policy Statement

Kingsmead School

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Wellbeing Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate Wellbeing facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.



Chris Hunt, Chair of Kingsmead Local Governing Body

Maria Mincher, Head of School

21st November 2017

21st November 2017

Part 2 Health, Safety and Wellbeing Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

| Type of School | Who is the Employer? | Comments |
|---|---|---|
| Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units | The County Council. | Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented. |
| Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools | The Governing Body. | The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented. |
| Academy | The Governing Body/Board/Sponsor | The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented. |

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Wellbeing Policy

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| Policy-makers | Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made. |
| Planners | Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area |
| Implementers | Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively |
| Assisters | Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field |

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| Employees | Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them. |
|------------------|---|

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

| | Policy-makers | Planners | Implementers | Assisters | Employees |
|--|----------------------|-----------------|---------------------|------------------|------------------|
| School Governors | | | | | |
| Headteacher | | | | | |
| School Leadership Team | | | | | |
| Deputy/Assistant Headteacher | | | | | |
| Health and Safety Coordinator | | | | | |
| Heads of Dept | | | | | |
| Teachers | | | | | |
| Managers | | | | | |
| Premises Managers | | | | | |
| Teaching and Classroom Assistants | | | | | |
| Learning Support Staff | | | | | |
| Admin Staff | | | | | |
| Site Supervisor or Caretaker | | | | | |
| Council Health and Safety Forum | | | | | |
| Health, Safety and Wellbeing Advisors and Occupational Health Professionals | | | | | |

| | | | | | |
|--|--|--|--|--|------------------------------------|
| Other Assisters Council Strategic Property Officers Insurance services Entrust Asbestos Management Team Property Services HR | | | | | Excluding Entrust Assisters |
|--|--|--|--|--|------------------------------------|

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

| Policy-makers | |
|--|--|
| School Governors Headteacher CC H&S Policy Group H&S Advisers | Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made. |

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing.
This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and

procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.

- *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
- *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The GB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

| Planners | |
|--|--|
| Headteacher Members of the School Leadership Team School Governors <i>Deputy/Assistant Headteacher</i> Health and Safety Coordinator Heads of Dept Managers Premises Manager | Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area |

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.

- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

| Implementers | |
|---|---|
| <i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> | Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively |
| <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i> | |

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.

- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;

10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

| Assisters | |
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| <i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i> | Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field |

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at

- <http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-andSafety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

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| Employees |
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| Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them. |
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Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure,

All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employee's health and safety or Wellbeing at work;

- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3 Arrangements & Procedures for Health, Safety and Wellbeing

Kingsmead School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1 Accident Reporting, Recording and Investigation

Accidents to staff, students or visitors are recorded centrally in the school accident book; this is kept in the First Aid Room. The lunchtime supervisors record incidents at lunchtime and this information is then transferred into the book held in First Aid Room. The school follows County and National Guidance with regard to the notification of serious incidents

2 Asbestos

The Asbestos Record System Manual is held in Reception and it is available for consultation by staff or contractors working on site. The Senior Site Supervisor makes contractors aware of their responsibilities, and he also oversees other works within the school and is aware of the detail contained within the asbestos record. Potential or real interference to asbestos materials is reported to the Senior Site Supervisor (K. Hadlington) and county guidelines are then adhered to.

3 Contractors

The school follows the advice of the Building Inspector with regard to the selection of contractors, but also uses its own known specialists for other minor works. Contractors are requested to sign in/out at reception, and are also asked to complete paperwork related to their work, including the completion of a hot work permit, where appropriate. Major contracts are managed through County, and are overseen by the Headteacher. Close liaison is maintained between the contractor, the school and the Local Authority

4 Curriculum Safety [including out of school learning activity/study support]

All visits out of school require a Risk Assessment to be completed. Mrs. A. Lowe is the EVC co-ordinator for visits. All visits should be booked through the Electronic EVOLVE system (Staffordshire County Council approved system). All staff are asked to adhere to good practice contained within the various local and national guidelines related to visits and copies are available for staff to refer to within school.

5 Drugs and Medication

If parents request that their child receive medication whilst in school, they are asked to deposit this in the First Aid Room. The staff responsible for this, both during the school day and at lunchtime, then administer the medication.

6 Electrical Equipment [fixed and portable]

Portable electrical equipment is tested bi-annually by an outside contractor. Damage to any equipment is reported to the relevant Faculty Leader and then to the Senior Site Supervisor (K. Hadlington), either verbally or through the central repair book. Staff are discouraged from bringing their own electrical equipment into school, unless it has been tested. Fixed installation equipment is maintained and tested through Authority-run contracts.

7 Fire Precautions and Procedures [and other emergencies including bomb threats]

Mr. K. Hadlington carries out annual risk assessments, and fire drills are carried out every half term. Records of fire drills are kept, and staff are always asked for comments on the success or otherwise of the drill. All staff and students are advised of the need to follow the green Fire Exit signs and Faculty Leaders are asked to supervise the clearance of their immediate teaching areas. Regular school visitors know the assembly point and other visitors are escorted by their host. Fire extinguishers are maintained on contract by Chubb, the fire alarm is tested weekly by the Senior Site supervisor, and emergency lighting is tested as part of the theatre licence.

8 First Aid

Trained first aid staff are:

Mrs. M. Richardson
Mrs. L. Taylor
Mrs. L. Hodgkins
Mrs. T. Taylor

Emergency First Aiders (during holiday periods) are:

Mr. K. Hadlington (Site Supervisor), Mr. D. Halford and Mr. P. Hiscox (Site Staff)

First Aid Provision: Assessment to be completed November 2018 (KH)
Assessment completed July 2017 (DH)
Assessment to be completed November 2018 (PH)

First Aid boxes are kept throughout the school, particularly in the more vulnerable areas of Science, Technology and PE. Mrs. M. Richardson arranges for the checking of the first aid boxes and monthly records are maintained. Should an ambulance be deemed necessary the first aider will summon one in conjunction with reception office. Attempts are always made to inform parents and if they are unable to accompany a child to hospital the school makes every effort to allow the Cohort Leader to do so.

9 Glass and Glazing

The school is working towards completion of the recommendations contained within the glazing survey. When windows are broken, all replacement glass is BS 6206 laminate, and is clearly marked as such. Monitoring of the glazing around school is carried out regularly by Mr. K. Hadlington, and a rolling programme of replacement is being undertaken.

10 Hazardous Substances (COSHH)

The school follows county and national guidelines with regard to the use of hazardous substances, and their use is kept to a minimum. Hazard data sheets are kept by the relevant departments/staff, and copies are also held centrally by Mr. K. Hadlington. Storage of such substances follows manufacturers' advice. Mr. D. Summers is the Radiation Protection Supervisor (RPS) within the Science Department.

11 Health and Safety Advice

The school has appointed a health and safety officer, Mr. K. Hadlington, who has undergone relevant INSET, both within and outside of LA. The school has always been keen to consult with experts about health and safety matters, and regular contact is made with relevant LA departments.

12 Housekeeping, Cleaning and Waste Disposal

The School Housekeeper is Mrs. Trena Taylor.

The school cleaning is contracted to Entrust/Chartwells, and their role is seen as very important within school. All cleaning and site supervisory staff have undergone county training, and records have been kept.

Site staff carry out snow shifting, but on a steeply sloping site this remains a concern. In times of heavy snowfall, the school employs a local contractor to clear car parks and access roads to the school.

Waste generated by both the school and kitchen is kept in a secure skip which is emptied twice per week.

13 Handling and Lifting

Cleaning staff have undergone training in this area, and advice is also given in their staff handbook. Staff are asked for suggestions to minimise handling and lifting, but the nature of the school site make it necessary for some to be carried out. Deliveries to the school do cause problems, but staff are aware of the need for deliveries to be dropped off at an appropriate location in order to minimise unnecessary handling of stock.

14 Jewellery [This should be repeated in school uniform policy/prospectus]

Students are permitted to wear one pair of plain earrings or studs and one named charity wristband. All jewellery is removed for PE lessons.

15 Lettings/Shared Use of Premises

The school lettings form gives advice and instructions to those who may use the school in the evening or at weekends. All hirers are aware of their responsibilities with regard to insurance, and the caretaking staff ensure that only relevant areas of the school are opened, where practical, for such events. The relevant Public Entertainment license is held by the school for those events that require it.

16 Lone Working

Staff are discouraged from working alone, but where it is necessary they are reminded of the need to follow safe practice and county guidelines. Site supervisors carry radios to enable contact with the school office at all times.

17 Maintenance/Inspection of Equipment

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|---------------------------------|-------------------|---|-----------|
| Ladders and steps | - Site Supervisor | - | Weekly |
| Fume cupboards | - Techomac | - | Annually |
| Lifting equipment | - Zurich | - | Annually |
| Autoclave | - HSB | - | Annually |
| Fire alarm (manual) | - Site Supervisor | - | Weekly |
| Fire alarm (automatic)- Trinity | | - | Quarterly |
| Fire extinguishers | - Chubb | - | Annually |
| PE Equipment | - Sportsafe UK | - | Annually |
| Emergency lighting | - Trinity | - | Annually |
| | - Site Supervisor | - | Monthly |

18 Monitoring the Policy and Results

Mr. K. Hadlington has the delegated responsibility for monitoring all matters relating to health and safety, including the completion of the bi-annual self-evaluation tool.

19 Poster on Health and Safety Law

Mr. K. Hadlington is responsible for siting this poster in public areas and keeping up to date.

20 Personal Protective Equipment (PPE)

Staff who require such equipment are provided with it. Advice on the use and maintenance of such equipment is sought from Sites and Safety at county.

21 Reporting Defects

A hazard and defect form is available in Reception and all staff are requested to list their concerns on this. This is checked on a daily basis by the site supervisors and on a weekly basis by Mr. K. Hadlington. A database is planned where all such problems can be recorded. In addition, staff are asked to complete a State of Room survey at the start of each academic year. This enables problems to be identified, and allows the school to prioritise its work for the coming year. This information will also be held on the school database.

22 Risk assessments

Initial responsibility lies with the relevant Faculty Leader, as listed below:

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|-------------|------------------|
| Science: | Mr A Reynolds |
| Technology: | Mrs. A. Lowe |
| P.E.: | Mr D. Bridgwater |
| Art: | Mrs. A. Lowe |

Non-subject specific risk assessments are monitored by Mr. K. Hadlington.

23 School Trips/Off-site Activities

The school provides guidelines for staff who wish to run visits at home or abroad. These follow national and county guidance, and all relevant documentation for county is completed. Foreign visits adhere to the specific advice given by county. Advice on visits is available from Mrs. A. Lowe who also centrally keeps copies of all risk assessments that have been undertaken. Where necessary, advice is sought from County.

24 School Transport

Mrs. D. Derry has oversight of school transport, and the school leases it's minibus from County Fleet Care. All drivers have undertaken the TravelWise assessment course, and a list of vehicle checks that should be undertaken before any journey is included in the minibus log; all drivers should fully complete these checks before starting out.

All driver's licences are checked annually.

25 Smoking

Kingsmead has a no-smoking policy in all areas.

26 Staff Consultation and Communication

Health and safety issues are discussed as part of the Premises agenda, and meetings are scheduled termly with Faculty Leaders. All staff are invited to raise health and safety concerns with Mr K. Hadlington which will then be discussed at the meeting. Should more urgent problems arise between meetings, they are addressed as quickly as is practicable through informal consultation.

27 Stress and Staff Wellbeing

The school responds sympathetically to difficult personal situations and offers support whenever it is able. Use is made of Local Authority's Occupational Health Unit and Confidential Counselling Service. Staff are made aware of Stress in the Workplace Guidance via SLN.

28 Supervision [including out of school learning activity/study support]

Staff are requested not to leave students unattended during curriculum time. At all other times i.e. School trips, LA guidelines are followed e.g. 15 students to one member of staff, depending upon the nature of the visit. All staff and volunteers undergo a background check with the Disclosure and Barring Service.

29 Swimming Pool Operating Procedures

Not applicable

30 Training and Development

Mr. K. Hadlington is the Health and Safety Officer. He has undergone training and holds the Basic Certificate in Health and Safety. Line managers are charged with disseminating health and safety information to their staff, and should specific guidance be required, then advice is sought from county.

31 Use of VDU/Display Screens/DSE

Mrs.D. Derry and Mr. K. Hadlington arrange risk assessments in this area and will put control measures in place where necessary.

32 Vehicles on Site

Students are discouraged from walking across car parks or vehicle entrances. The nature of the school site make it very difficult to completely segregate vehicles and staff/students, but the students are regularly reminded of the out-of-bounds areas

33 Violence to Staff/School Security

The school takes school security and the safety of students and staff very seriously. The school has many exits and entrances but is fitting push bars on external doors wherever possible. Visitors are signed to reception where they are asked to sign in, and the main entrance door is controlled by a video link at the reception desk. The school has invested in CCTV. Systems are in place, which allow staff to report incidences of verbal or physical violence, should they occur. Staff are made aware of the corporate policy re violence.

34 Working at Height

The site staff are aware of guidelines regarding the use of ladders. Ladders are kept in good order and visual inspections are carried out before use. Students are not permitted to use ladders on school premises, but may use stepladders to undertake a task included in a school project and only after receiving instructions and issued with HSE Guidance. Contractors should carry out their own risk assessments and adhere to safe practise when working at height.

35. Water Hygiene

Arrangements for routine inspections are made by the local authority. HSL now undertake a monthly inspection and are responsible for recording and updating the manual. Mr. K. Hadlington is responsible for monthly flushing of infrequently used outlets. The manual is located in the Site Supervisor's office.

36 Work Experience

The Careers co-ordinator has responsibility for organising suitable and safe work experiences for students. County guidelines are strictly followed, and relevant insurance information is always sought; the placement is not allowed to go ahead unless all is in order. The relevant responsible person supervises students who undertake work placement within school, and this is then co-ordinated by Mrs. H. Roden.

| Health and Safety Aspect | Method | Responsibility |
|---|-------------------------|--|
| Incidents to staff, students or visitors | Record in Accident Book | Mrs. M. Richardson Mrs. L. Taylor Mrs. L. Hodgkins Mrs. T. Taylor |
| Fire and Emergency Procedures | Direct contact | Mr. K. Hadlington |
| Briefing visitors | Direct contact | Mrs. L. Taylor Mrs. V. Slade |
| Briefing new staff | Direct contact | Faculty Leader |
| Briefing Associate Teachers | Direct contact | Faculty Leader |
| Premises | Record in Repairs Book | All staff Mr. K. Hadlington |
| Furniture | Record in Repairs Book | All staff Mr. K. Hadlington |
| Machinery/Equipment | Direct contact | Faculty Leader |
| Student visits and transport issues | Risk assessment | Miss A. Lowe |
| Briefing of contractors | Direct contact | Mr. K. Hadlington |
| Briefing staff about contractors | Direct contact | |
| Electrical safety | PAT testing | |
| Health and Safety literature and guidance | Direct contact | |

| Health & Safety Aspect | Date completed | Review Date | Responsibility |
|--|------------------------------------|--------------------|--|
| Completion of Annual premise checklist in Autumn Term | November 2017 | November 2018 | Mr. K. Hadlington |
| Completion of the self - audit in January of each year | SCC Main Audit took place Jan 2018 | January 2019 | Mr. K. Hadlington |
| Completion of Annual Fire risk assessment | Currently In progress | February 2019 | Mr. K. Hadlington |
| Annual review of Risk Assessments | October 2017 | October 2018 | Mr. K. Hadlington |
| Termly – 6 per year at each M&O meeting Health and Safety Report to Governors | May 2018 | November 2018 | Mrs. M. Mincher Mr. N. Lloyd (Link Governor) Mr. K. Hadlington |

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|---|---------------|---------------|--------------------------------------|
| Annual review of School Health & Safety Policy and reviewed by Governors. | November 2017 | November 2018 | Mrs. M. Mincher Mr. K. Hadlington |
|---|---------------|---------------|--------------------------------------|

Part 4

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

- Annual review of Part 3 of H&S Policy – Kingsmead's arrangements and procedures for Health, Safety and Wellbeing.
- Annual review of Premises check list
- Annual completion of Self-Audit document
- Annual completion of fire risk assessments for key buildings on site
- Structured review process for Risk Assessments.