



**KINGSTONE ACADEMY TRUST
APPROVED POLICY DOCUMENT**

Health and Safety Policy

Relevant School/s:	KHS and KTPS
Policy Officer:	Steven Fisher & Brandon Hall
Approval:	Finance and Personnel Committee - Governing Body
Date of Review:	April 2016
Next Review:	3 years or upon legislative change
Distribution:	Public, on website

Health and Safety Policy

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to our schools. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

1. Introduction and Context

The Governors of Kingstone Academy Trust recognises its responsibility under the Health, Safety and Welfare at Work Act (1974), so far as is reasonably practicable, to:

- (a) provide safe systems of work, plant and equipment;
- (b) provide for the safe use, handling, storage and transport of articles and substances;
- (c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- (d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- (e) provide a safe and healthy working environment with adequate welfare arrangements;
- (f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities.

2. Definition

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities are assessed (as required under the Management of Health and Safety at Work Regulations 1992, the Health and Safety (First-Aid) Regulations 1981, the Control of Substances Hazardous to Health (COSHH) Regulations 1988, the Manual Handling Regulations 1992, the Regulatory Reform (Fire Safety) Order 2005 and the Display Screen Equipment Regulations 1992).

The Governors recognise the Statement of General Policy of Herefordshire Council (Children and Young People's Services), together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Department's Handbook of Safety Information.

3. Aims

Kingstone Academy Trust recognises and accepts that every one of its employees, students and visitors to the Academy is entitled to a safe and healthy environment in which to work.

It is the wish of both Governors and the management of Kingstone Academy Trust that all appropriate steps will be taken to meet statutory requirements, recognised codes of conduct of practice and guidance notes in establishing a safe and healthy environment.

The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the Academy community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

The policy will be reviewed periodically so as to ensure so far as is reasonably practical that all legislative changes which may affect activities have been incorporated and are being observed throughout the establishment.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. School Safety Officer) without having first been consulted.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult our service provider for our SLA or such other persons as may be necessary.

Detailed Notes to the Health and Safety Policy are stated in Appendix 1. The policy content has been influenced by guidance from the DfE and the Health and Safety Executive.

4. Actions and Responsibilities

Kingstone Academy Trust's Health and Safety policy can only be successfully implemented with the full co-operation of everyone concerned.

4.1 In discharge of its duties the Board of Governors, in consultation with the Executive Head teacher will:

- Make itself familiar with requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure for Health and Safety; assigning responsibilities, including designating a Governor for Health and Safety;
- Ensure that there is effective and enforceable policy for the provision of health and safety throughout the school, and, that it is implemented.
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made.
- Identify and evaluate risks relating to possible accidents and incidents connected with Academy sponsored activities, including work experience.

- In particular the Board undertakes to provide as far as is reasonably practicable:
 - A safe place for all users of the site to work, including safe means of entry and exit.
 - Plant, equipment and systems of work that are safe.
 - Safe arrangements for the handling, storage and transportation of articles and substances.
 - Safe and healthy working conditions that take account of appropriate statutory requirements, codes of practice and guidance.
 - Supervision, training and instruction so that all staff and students can perform their Academy related activities in a healthy and safe manner.
 - If necessary issue / provide safety and protective equipment and clothing with any necessary guidance, instruction and supervision.
- Ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school sponsored activities;
- Provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated;
- Ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities;
- Evaluate the measures taken to minimise or eliminate risks and hazards;
- Ensure that there is designated space for medical or dental examination and treatment and for caring for sick or injured pupils during the school day;
- Take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others make sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then the organiser of that activity, even if an employee, must comply with the requirements of the policy).

4.2 The *Executive Headteacher* is responsible for ensuring that all health and safety procedures are followed. He will ensure that:

- As well as the general duties that all members of staff have, the Executive Headteacher has responsibility for the day to day development, and implementation of safe working practices and conditions for all staff, students and visitors.
- The Executive Headteacher will take all reasonable practical steps to ensure the Health and Safety policy is implemented through the Senior Leadership Team (SLT) and others as appropriate.
- The Site Manager will be responsible for the day to day implementation of the Health and Safety Policy and be the designated contact with the Local Authority Health and Safety Officer, where and when necessary the HSE, and any other Health and Safety professional whose services are employed to advise and guide in matters of health and safety.
- All members of staff understand and fulfil their responsibilities to ensure a safe learning environment;
- Staff are aware of their responsibilities and receive appropriate supervision, instruction and training;
- Risk assessments are carried out for activities on and off the school site;
- Guidance from our Service provider for our SLA's and DfE guidance is followed for all school trips and visits;
- Sufficient resources are allocated to meet health and safety priorities;
- All defects and/or hazards are made safe in a timescale commensurate with the risk they pose;

- A log is maintained of all activities relation to ensuring health and safety, including dealing with accidents and incidents.

4.3 Support Staff will:

- All support staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- In addition to the general duties that all members of staff have, they will be directly responsible to the Executive Headteacher or member of staff nominated by the Executive Headteacher to have overall day to day responsibility for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.
- Responsibility for aspects of Health and Safety is written into the Job Descriptions for the Site Manager.
- Support staff will take a direct interest in the school's Health and Safety Policy and in ensuring that other members of staff, students and others to comply with its requirements.

4.4 All Staff will:

- Familiarise themselves with the Health and Safety aspects of their work and to avoid conduct which would put themselves or anyone else at risk.
- Be familiar with the Health and Safety Policy and all safety requirements laid down by the Board.
- Responsibility for aspects of Health and Safety is written into the Job Descriptions for Curriculum Leaders
- Ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively.
- See that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment.
- Use the correct equipment and tools for the job and any protective equipment of safety devices that may be supplied.
- Ensure that toxic, hazardous and highly inflammable substances are correctly used, stored and labelled.
- Report any defects in the premises, plant, equipment and facilities that they observe to the designated Health and Safety Officer.
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks.
- Make regular safety inspections of their areas of work and report to their line manager any danger to health and safety, whether serious and immediate or not;

5. Monitoring and Review

The Finance and Personnel Committee will monitor Health and Safety issues within the school.

The committee will address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The governing body will evaluate those outcomes and will consider if any further action should be recommended.

The Governors will review this policy annually and monitor the allocation of funds based on effective and comprehensive risk assessments.

6. Notes to the Policy

Refer to the Lettings Policy in relation to the Health and Safety responsibilities of hirers.

Refer to the Visitors Policy in relation to the Health and Safety responsibilities of visitors.

Date established by governing body: September 2012, April 2016

Date reviewed: September 2014, April 2016

Appendix 1- Notes to the Health and Safety Policy

1) Safety Representatives (Appointed by Trade Unions/Professional Associations)

- The Health, Safety and Welfare at Work Act 1974 provides for the appointment of safety representatives by recognised trade unions. Such representatives are elected by the union membership among the school's staff. Further details on safety representatives may be found in the LA's Handbook of Safety Information.
- **Union Appointed Safety Representatives may not act as School Safety Officers**, though their expertise can be very useful, given the training that the unions provide.
- Whilst safety representatives do not have responsibilities within the school, they do form a useful part of the overall organisation for safety.

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the Headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff/union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

2) Critical Incidents

As part of its commitment for the wellbeing of staff, students and visitors, the Academy has set out a procedure which is to be adopted in the event of a critical incident occurring either on the Academy premises or on an activity away from the Academy site.

3) Fire Safety

- Procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff via the Staff Handbook. These procedures will include Fire Drills and the use of Fire Extinguishers.
- The Academy's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire / bomb threat.
- Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested regularly and records maintained.

4) Reporting Accidents

- All accidents to staff, students and visitors must be reported to the school office and the appropriate paperwork completed. The completed forms are the responsibility of the Health and Safety Officer or his / her representative. The Health and Safety Officer regularly monitors the accident reports.
- Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, (RIDDOR). The Health and Safety Officer will ensure that the Health and Safety Executive is informed of reportable incidents.

5) First Aid

- The arrangements for first aid provision will be adequate to cope with all feasible incidents.
- The number of certified first aiders will not, at any time, be less than the number required by law.
- Supplies of first aid material will be held at various locations throughout the school, (main office, science block, sports hall, design and technology block).
- Supplies of first aid materials will be checked on a regular basis by a qualified first aider in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately. A list of qualified First-Aiders is held in the Admin Office.

6) Managing Medicines and Drugs

- No student is allowed to take medication on the Academy site without consent from his/her parent/carer.
- Staff must notify the Head Teacher if they believe a student to be carrying any unauthorized medicines/drugs.
- The First Aid Policy provides guidance and all staff should be familiar with this policy.

7) Manual Handling

- The Kingstone Academy Trust will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.
- No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Manager for assistance.
- Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.
- Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

8) Equipment

- Protective clothing / gloves / masks / helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses / eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.
- The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
 - Fume cupboards
 - All electrical appliances
 - Workshop equipment e.g. lathes; kilns.
 - Fixed gymnasium equipment and sports hall equipment.
- When new equipment is purchased it is the responsibility of the departmental manager, with the assistance of the Health and Safety Officer as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to Control of Substances Hazardous to Health (COSHH) and the ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the science department.

9) Electrical Equipment

- The Site Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required.
- Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students, with the class teacher.
- Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Site Manager who will arrange repair or replacement.
- The Site Manager must ensure that all electrical equipment brought onto Academy premises from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.
- Staff are reminded that they must not bring electrical equipment into the Academy without the permission of the Site Manager.

10) Display Screen Equipment

- The Academy Business Manager (H & S Officer) is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Regular laptop users will be provided with docking stations. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.
- There is the possibility of a potential epileptogenic effect from pattern and photo stimulation. The most vulnerable age group is 10 – 14 years old but can occur as a first attack up to 20 years.
- The general ventilation of the room should be adequate to deal with any excess heat given off by the equipment.

11) Housekeeping

- The Site Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.
- The Site Manager will monitor the efficiency of the waste collection service.
- Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc) clinical waste and normal refuse.

12) Educational Visits and Trips

- Educational visits and trips must be organised in accordance with the Academy's policy.
- All visits / trips are carefully assessed to determine the most appropriate ratio of adults to students.

13) Mini Buses

Users of mini buses must be aware of and observe the following requirements:

- Any person who drives the mini buses must do so on the order or with the permission of the policy holder, Kingstone Academy Trust.
- The Driver must have a current licence allowing them to drive the appropriate vehicle, (not have been involved in an accident for the past five years), (be aged 25 years or over).
- Drivers of the mini buses are required to complete a record form and supply a photocopy of their driving licence.
- Where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation.

- Only one person per seat is to be carried.
- Seat belts are to worn by all passengers and the driver at all times.
- A log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys, to the Finance Office.
- Internal damage to the mini buses is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the mini buses (the Academy will decide on the repairer to be used).
- The driver at the time when an offence was committed is responsible for the payment of fines incurred.

14) Visitors to the Academy Site

These notes should be considered alongside the Visitors Policy, Lettings Policy and the Safeguarding Policy.

- All visitors to the Academy site will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.
- Whilst on site, all visitors and contractors must wear an Academy visitor's badge.
- Cleaning contractors employees must wear an identifiable uniform or an identity badge at all times
- Temporary teaching staff on cover duties will be required to indicate their presence in the Academy by reporting to reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the Academy reception or off the site, as appropriate.
- If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.
- No contractor may undertake work on the Academy site without permission from the Site Manager other than in an emergency, e.g. fire, flood or to make safe following theft / vandalism.
- Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the Academy.
- Contractors with the appropriate DSB check, once met at reception will be allowed to work unaccompanied, but contractors without any DSB check will be escorted around the site at all times.
- Where possible contractors will consult the Headteacher as to the arrangement of work, the siting of the equipment, materials etc., before work commences. This particularly applies to the potential for uncovering Asbestos during building repairs or upgrading. The procedures contained within the LA Asbestos Manual should be followed.
- The contractor, after commencement of work, should consult with the Headteacher on a regular basis to ensure that the work in progress does not interfere with the normal school work or endanger employees and pupils/students on the premises.
- Hirers of the Academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.

15) Security

- All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors should only be used in the event of emergencies and kept secure at all other times.
- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the premises / buildings through non designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.
- CCTV systems are installed throughout the Academy and will be used to monitor incidents and also as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault.
- Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on school premises. Finance staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.
- All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The Academy accepts no responsibility for items left unattended. In the event of a theft in the Academy, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings etc.
- It is the responsibility of the staff to take appropriate measures to maintain the security of any Academy equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the Head Teacher. When using portable and desirable equipment such as lap-top computers staff will be required to follow careful procedures to ensure their security.

16) Lettings

- Kingstone Academy Trust is responsible for the administration of lettings. The Site Manager will inform the leaders of groups who hire the premises of the emergency exits to be used in the event of fire or similar emergency, and the location of First aid services.
- Lessees will be given a copy of Lettings Policy to ensure they are aware of the agreed information and procedures. Lessees will also be encouraged to report to the Headteacher (via the Site Manager) any deficiencies discovered which may endanger themselves or the premises.

17) Lone Working

- Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- Premises staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal Academy hours or during holiday times.
- Lone workers should not undertake any activities which present a significant risk of injury.
- If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.
- If it is necessary and you are required to work early in the morning or after normal working hours at night:
 - give prior notice to Site Manager if you intend working late and indicate you will be in the building;
 - make sure your colleagues know;
 - check where they are likely to be in the building;
 - make sure suitable precautions have been taken to prevent intruders entering the area where you are working;

- if possible, take a telephone into the room in which you are working;
- if you are alone, consider locking yourself in;
- report your departure when you leave the premises.

18) Inclusion

- The Executive Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities in accordance with the Equalities policy.
- The SENCO must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.
- Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Executive Headteacher.

19) Catering

The Catering Contractor/ Proprietor is responsible for the safe operation of the catering facilities. They must:

- a) Be familiar with the Academy Health and Safety Policy.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d) Inform the Site Manager of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the Academy is concerned.

Academy staff must not use the catering facilities and equipment without the prior agreement of the Catering Manager.