



KING'S HOUSE SCHOOL

RICHMOND



HEALTH & SAFETY POLICY

Member of staff responsible: Estates Manager

Date of policy review: May 2020

Date of next review: May 2021

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PART I - STATEMENT OF GENERAL POLICY

This policy applies to the whole school, including the EYFS.

The Governing Body of King's House School recognises that it has a legal duty of care towards protecting the health and safety of its employees, pupils and others who may be affected by the School's activities.

In order to discharge its responsibilities, The Governing Body, through the Head and the Estates Manager, will:

- Bring this Policy Statement to the attention of all employees.
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk.
- Communicate and consult with our employees on matters affecting their health and safety.
- Comply fully with all relevant legal requirements, codes of practice and regulations and International, National and Local levels.
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes.
- Encourage staff to identify and report hazards so that all can contribute towards improving safety.
- Ensure that emergency procedures are in place at all locations for dealing with health and safety issues.
- Maintain our premises, provide and maintain safe plant and equipment.
- Only engage contractors who are able to demonstrate due regard to health & safety matters.
- Provide adequate resources to control the health and safety risks arising from our work activities.
- Provide adequate training and ensure that all employees are competent to do their tasks.
- Provide an organisational structure that defines the responsibilities for health and safety.
- Provide information, instruction and supervision for employees.
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

The Governing Body receives a termly report on health and safety, which include the minutes of the Health and Safety Committee's meetings. The Governing Body will use these reports as appropriate to disseminate any relevant information to staff.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the school activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Chair of Governors:

Date:



PART 2 - RESPONSIBILITY FOR IMPLEMENTATION

THE HEALTH AND SAFETY OFFICER

The Estates Manager is appointed as the Health and Safety Officer for King's House School and reports to the Bursar. The Estates Manager is also the school's designated Fire Safety Officer.

The Estates Manager has overall responsibility for:

1. Keeping all health and safety matters under constant review, and advising the Head Teacher and Governors as appropriate.
2. Ensuring compliance with this Health and Safety Policy; keeping the Senior Management Team and all employees informed of this policy and any changes to it; ensuring that the necessary resources for implementation are available and reporting to the Governing Body.
3. Planning, organising, controlling, monitoring and reviewing arrangements for health and safety for employees, pupils, visitors, contractors and others affected by our work activities.
4. Assessing risks and producing written risk assessments.
5. Ensuring that systems of work are safe and information, training, instruction and supervision are provided as necessary.
6. Ensuring the School has appropriately trained first aid personnel.
7. Ensuring proper provision for any form of harassment and violence against staff.
8. Investigating and keeping a record of accidents, hazardous incidents and fires.
9. Posting warning signs and notices.
10. Ensuring that the conditions of licences are observed.
11. Ensuring the safe usage and disposal of hazardous substances.
12. Ensuring the proper identification, management and control of potential hazards e.g. Asbestos and Legionellosis.
13. Ensuring the security of school premises.
14. Managing the safe movement of vehicles on site.
15. Selecting and managing contractors.
16. Ensuring that fire safety risk assessments are comprehensive, that their requirements are satisfied. This includes:
 - Producing an emergency fire plan.
 - Being responsible for fire safety training and arranging practice fire drills regularly.
 - Checking that any close-down procedures are followed.
 - Checking the adequacy of fire-fighting equipment and ensure its regular maintenance.
 - Checking that fire escape routes and fire exit doors are kept unobstructed and fire doors operate correctly.
 - Ensuring that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested.
 - Arranging fire safety inspections at least annually and when there are changes to the fire safety risk assessment.
 - Keeping relevant records.
 - Reporting on fire safety in the regular health and safety reports to the Governors.



DELEGATED RESPONSIBILITIES

A number of responsibilities are delegated to others, as noted below.

Line Managers

Line Managers are required to

- Comply with this policy to ensure the health and safety of employees, pupils and other persons within their area of responsibility, and also anyone else who may be affected by their work activities.
- Notify the Estates Manager, and any other persons affected, of any planned, new or recently identified significant risks in their areas and also of the control measures needed.
- Report any significant breach of safety arrangements to the Estates Manager.

If Line Managers are absent for significant periods, adequate delegation of duties will be made. The employees named have the overall duty to comply and ensure safety and health:

The Deputy Head and Heads of the Junior Department & Nursery

The above are responsible for risk assessments for internal curricular and extra-curricular events and internal school functions.

Head of Pastoral Care

The Head of Pastoral Care is responsible for risk assessments for school trips.

The School Nurse

The School Nurse is responsible for ensuring accidents are recorded and the content of first aid boxes are checked regularly.

SCHOOL HEALTH AND SAFETY COMMITTEE

The School Health and Safety Committee meets termly under the chairmanship of the Estates Manager. Minutes of meetings are passed to the Bursar and the Chair of Governors.

The Committee:

- Reviews and monitors the implementation of the Health and Safety Policy.
- Monitors implementation of action plans.
- Acts as the focus for staff discussion on health and safety matters.
- Reports to the Governing Body.

The following are ex officio members of the Safety Committee:

- Estates Manager – Chair.
- Head.
- Head of Junior Department.
- Head of Nursery.
- School Nurse.
- A representative from Science, PE and Junior Department.
- A School Governor.



- A representative from the Sports Ground.
- Compliance Officer.

STAFF RESPONSIBILITIES

All employees and visitors to the school are expected to comply with school rules insofar as the implementation of the Health and Safety at Work Act 1974 is concerned.

In practical terms, all members of staff have the duty to ensure that:

- Neither they nor any persons or children in their charge, act in any way contrary to Health and Safety rules.
- They inform their Head of Department or the Estates Manager of any hazard they encounter whilst in the school.
- When on school business off-site, they inform the senior member of staff present of any identified hazard to ensure appropriate action is taken to minimise the risk.

Relevant Heads of Department are responsible for completing a risk assessment for internal curricular and extra-curricular events and internal School functions.

REPORTING

- Reports on health & safety matters are provided to the Governing Body via the Health & Safety Committee.
- Maintenance and Health & Safety is always an agenda item on staff meetings.

EMERGENCIES

Urgent health and safety matters should be reported immediately to the Estates Manager by phone or email. The relevant Head of Department is to be advised as soon as possible thereafter.

An Emergency Plan has been drawn up, which is reviewed at least annually, and gives clear guidance on roles and responsibilities.



PART 3 – TRAINING AND RESOURCES

STAFF TRAINING

Training in health and safety is a legal requirement and also helps create competent staff at all levels within the school to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology.

All our staff will be advised of:

- The Health and Safety Policy
- How to report problems and concerns.
- Fire safety and emergency evacuation procedures

All new starters will be provided with the following information; the fire evacuation procedure relevant to their school site, details of how and where to find the Health and Safety policy, details on Health and Safety hazard reporting. The Heads at the Senior, Junior and Nursery Department are each responsible for ensuring staff are familiar with escape routes and procedures relevant to their roles and that a site tour has been conducted.

Specific Health and Safety training, including risk assessment, will be provided as necessary. The training will be delivered by an appropriate member of staff or a specialist outside provider.

Employees should not carry out any hazardous activity unless they have been appropriately trained and instructed.

Records of training will be kept for all employees.

PROVISION OF RESOURCES

The Bursar is responsible for resourcing Health and Safety measures to the fullest extent possible, given the financial position of the school.

Should the Bursar consider that the cost of implementing Health and Safety legislation will adversely affect the financial position of the School, the Bursar will advise the Head and Governors immediately and make appropriate recommendations to rectify the situation.



PART 4 - LEGISLATION

Full copies of relevant legislation are available on the Office of public Sector information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)



PART 5 - IMPLEMENTATION

ACCIDENTS

Any accidents involving pupils will be reported to the parents/guardians on the same day, or as soon as reasonably practicable.

Accident Book

All accidents resulting in personal injury must be logged electronically onto the Accident/Incident reporting system 'Every'. Employees must ensure that they are aware of the location of the Accident/Incident reporting system on the School's network.

The Accident/Incident log will be reviewed regularly by the School Nurse and Estates Manager to ascertain the nature of incidents that have occurred in the school. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must be reported to the Estates Manager as soon as possible so action can be taken to investigate the causes and to prevent recurrence.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Contact details for the Health and Safety Executive are:

Tel: 0845 300 9923 (Monday to Friday 8.30am – 5.00pm) www.hse.gov.uk

RIDDOR report forms can be accessed online at the HSE website. Completed report forms should be kept with other accident records and documents on the accident investigation.

Records are to be kept for 3 years from the date of the accident.

Please see the School's First Aid & Medical Conditions Management policy for further details.

ASBESTOS

The school will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.



This will be achieved by minimising exposure through the management of asbestos-containing materials in school premises by the following arrangements:

- The premises will be surveyed to determine whether asbestos-containing materials are present.
- The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
- A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action.
- Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres.
- The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

Training and Information

Employees who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, pupils and others.

Arrangements for controlling work on Asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

Selection and control of contractors to work on Asbestos-containing Materials

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.



Procedures for Dealing with Health and Safety Issues

Where an employee raises a health and safety problem related to work with asbestos, the school will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must inform the Estates Manager and in the case of an accident or emergency, respond quickly to ensure effective treatment.

Documentation

The Estates Manager holds copies of all Asbestos reports and documents with the exception of the report for the School Grounds, which is held in the Clubhouse office.

BOILERS AND PRESSURISED CONTAINERS

Equipment covered by the Engineering Insurance Policy is subject to an annual inspection by an engineer appointed by the underwriters. The equipment is also regularly maintained and serviced by appropriate contractors.

CATERING SERVICES

Catering Services are provided by an outsourced catering company and their Health and Safety documentation is held by their on-site manager/supervisor for any catering company providing services to the School in the Senior Department and Clubhouse, with copies provided to the Estates Manager and the General Manager of the Sports Ground.

Temperature Testing of Refrigerators and Freezers

The on-site manager/supervisor of the catering company providing outsourced catering services to the School) is responsible for ensuring that refrigerators and freezers in use within the kitchens are maintaining the correct temperatures. A log of these checks is to be kept and any faults reported immediately to the Estates Manager.

Deep Cleaning

A deep clean of the kitchens and exhaust systems are carried out on a regular basis.

COMMUNICATION AND CONSULTATION

It is a legal requirement for the School to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views. To achieve this objective the School will:

- Establish effective lines of communication
- Involve and consult with employees through:

- Individual conversations
- Notice boards
- Internal publications
- Staff meetings
- Health and safety meetings
- Consult with employees when changes to activities, equipment, work methods etc are to be introduced that may affect their health and safety
- Display the 'Health and Safety Law – What You Should Know' poster.

CONTRACTORS

When working on school premises it is considered that contractors are joint occupiers for that period and therefore the School and the Contractor have joint liabilities in “common areas”. Accordingly, the Estates Manager will ensure that prior to engaging any contractor, they are competent and that any works are carried out safely.

The following factors will be considered as part of the School's procedures for vetting contractors:

- Sight of the contractors own safety policy, risk assessments, method statements, permits to work, etc as applicable
- Clarification of the responsibility for provision of first aid and fire extinguishing equipment
- Details of articles and hazardous substances intended to be bought to site, including any arrangements for safe transportation, handling, use, storage and disposal.
- Clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury.
- Confirmation that all workers are suitably vetted, qualified and competent for the work.
- Evidence showing that appropriate Employers and Public Liability Insurance is in place.

It will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, the School has a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

The contractor will be required to stop working immediately if their work appears unsafe. Staff should report any concerns to the Estates Manager immediately.

If contractors will be working on site whilst pupils are present, only contractors who have been suitably vetted with regard to Safer Recruitment may carry out work on the site.



Where the scale of works is such that they are covered by the Construction, Design & Material Regulations (CDM) 2015, a sufficiently qualified CDM Co-ordinator will be appointed.

DISPLAY SCREEN EQUIPMENT

All reasonable steps will be taken by the school to secure the health and safety of employees and pupils who work with display screen equipment (DSE). This policy is aimed at those who regularly use DSE:

- For continuous periods of more than one hour *and*
- For more than 2.5hours per day

DSE users will complete a self-assessment questionnaire and be provided with guidance on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen. If the member of staff is uncomfortable or experiencing physical difficulties, they should contact the Estates Manager.

If necessary, the School will provide:

- Suitable chairs
- Foot/Wrist rests
- Anti-glare screens
- Window blinds

DSE users are entitled to have their eyes tested every two years and the cost of this will be borne by the School.

Others who operate DSE, including pupils, should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

EDUCATIONAL VISITS

Please refer to the School's Educational Visits policy for details of our policy and procedures.

ELECTRICAL SAFETY

All reasonable steps will be taken to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

The School holds current electrical test certificates for all of its buildings. Only NICEIC accredited, qualified Electrical Engineers are employed to inspect, install and maintain electrical installations.

The School Caretaker has been trained in isolating the fuse boxes in the school. A member of staff who has been trained in shutting off the school's boilers is always either on duty or on-call. The Caretaker, together with members of staff working in Science, DT, Art, Drama and Catering are



trained to operate the emergency electrical (and gas) shut off switches that are in the Science laboratories, the DT workshop, the theatre lighting box and the kitchen equipment.

Member of staff are required to undertake visual checks of electrical appliances, and the safety of cables and the surrounding area, prior to use by them or by pupils under their control. These visual checks are designed to identify defects caused through wear and tear before the equipment can cause a shock or burn or cause a fire. If any defects are identified, the equipment is switched off and unplugged until the fault has been rectified. Concerns are to be reported to the Estates Manager as soon as they are spotted.

Electrical Testing:

- *Fixed Installations and Wiring*
Estates Manager will maintain the fixed wiring installation in a safe condition by arranging will arrange for a qualified contractor to carry out routine safety tests. Copies of all test certificates should be retained.
- *Portable Appliance Testing (PAT).*
The responsibility for ensuring the PAT programme is completed rests with the Estates Manager. The principles of the programme are as follows:
 - A schedule of all portable appliances owned by the school is to be maintained. The appliances are to be categorised by risk assessment as to the periodic testing interval.
 - All testing will be carried out by an appropriate PAT Contractor.
 - Where a member of staff wishes to use a private appliance within the school, it is first to be tested. Details of the appliance and the date of test are to be recorded on the database.
 - Testing is to take place on a rolling programme in each academic year. Items are to be marked with a standard PAT label showing an identity number, month and year, next test due and the initials of the tester.
 - The existence of the programme does not absolve users of portable appliances from carrying out regular visual checks to ensure that potential problems are identified and remedied at an early stage.

EMERGENCY EVACUATION FROM SCHOOL BUILDINGS

The Estates Manager is to ensure that:

- Notices detailing procedures to be followed in the evacuation from buildings are posted in all classrooms, laboratories, offices and other rooms used by staff and pupils.
- Staff that use these areas are conversant with the relevant evacuation procedures.
- Personal evacuation plans (PEEPS) have been developed for people with special needs.
- An emergency/fire evacuation drill is carried out every half term at King's House School and termly at the Sports Ground. Drills are scheduled at different times of the day each time.



FIRE PRECAUTIONS

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

Please refer to the School's Fire Risk Policy and associated documentation.

The Estates Manager is to keep an up to date Fire Log showing:

- Areas covered by Fire Risk Assessments.
- The dates and times of the last fire drill in the Senior and Junior Departments, Nursery and Sports Ground, including evacuation times, observations and further actions to be taken if necessary.
- The dates and type of fire-fighting training given to staff.
- The distribution, by type, of all fire-fighting equipment.
- Dates of maintenance, servicing and remedial work carried out on:
 - Fire Alarm.
 - Fire Doors and Exits.
 - Emergency Lighting.
 - Fire-fighting Equipment.

Fire Drills will be authorised by the Head, Head of the Junior Department or Head of Nursery as appropriate. During such drills, the Estates Manager is to disable the external monitoring link of the fire alarm system to ensure the Fire Brigade is not called automatically.

FIRST AID

The school is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of school activities.

To achieve this objective the school will:

- Appoint and train a suitable number of first aid personnel
- Provide and maintain suitable and sufficient first aid facilities including first aid boxes
- Provide any additional training that may be required to deal with specific first aid hazards.

Please refer to the School's First Aid & Medical Conditions Management Policy for full details of First Aid Provision and Training.

HAZARDOUS SUBSTANCES (COSHH) - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The School ensures potentially dangerous chemicals and other substances are used and stored safely so that pupils are not placed at risk. Numerous substances are potentially hazardous. When in doubt, members of staff should seek clarification.



Hazardous substances used in schools that are covered by COSHH include:

- Chemicals used in Science laboratories and in cleaning and grounds maintenance.
- Biological agents from food waste, dead birds or pests.
- Adhesives, paints, cleaning agents and acrylics.
- Fumes from soldering and welding.
- Wood dust.
- Natural substances, such as chalk and clay dust.
- Fumes produced by large photocopiers.

The manufacturers' Safety Data Sheets identify the product, composition, hazardous ingredients, control measures, first aid treatment and handling, storage and disposal.

The effects of hazardous substances will vary depending upon whether the product is classified as Toxic/Very Toxic (serious health risk/death), corrosive (burns/destruction of living tissue), harmful (limited health risk) or as an irritant (Inflammation and irritation).

We do not use or store very toxic chemicals in teaching. The School always uses the least hazardous product possible in the support areas of the school. If the School uses toxic or corrosive chemicals in teaching, they are normally used only by teachers, wearing suitable protective equipment for demonstration.

Training

All relevant staff are trained in COSHH procedures. Staff are advised that failure to adhere to the School's policies and procedures, especially if their actions result in exposing pupils to potential harm (e.g. failing to lock up chemical cleaning products), can be treated as a disciplinary offence.

Risk assessments

No substance can be used before a full risk assessment has been carried out. The School has comprehensive COSHH manuals which include CLEAPPs Hazcards, technical data sheets and risk assessments for every substance, experiment and activity.

The following members of staff are responsible for obtaining the relevant Safety Data Sheets and ensuring that risk assessments are carried out on all substances used or generated in their respective departments:

- Heads of Science, DT and Art
- The Catering Manager
- The Site Manager
- Head Groundsman

Risk assessments cover:

- The identification and labelling of products.
- Arrangements for safe use and storage.



- Protective equipment to be worn.
- First Aid treatment.
- COSHH Manual guidance
- Emergency evacuation procedures.
- Controlling fumes/Air quality monitoring (where fumes are generated).
- Regular checks on mechanical ventilation equipment.
- Dust control.
- Training in safe usage.
- Restricting pupils' unsupervised access to these areas
- Storage of pupil's bulky possessions outside the labs, studios and workshop.

INFECTION CONTROL

School staff and pupils are from time to time at risk of infection or of spreading infection. The School aims to minimise the risk of the spread of infection and will:

- Provide staff with information on potential infections and symptoms to assist with early identification and prompt implementation of control measures.
- Inform and take advice from the local consultant in Local Disease Control (CCDC) and the Environmental Health Department of the Local Authority if an increase in illness is noted in school, or if there is any concern about infections disease issues.
- Maintain high standards of hygiene throughout the school including the promotion of good hand washing.
- Provide warm water, liquid soap and hand drying facilities in all toilets and cloakrooms.
- Ensure spillages of bodily fluids (blood, urine, vomit and faeces) are dealt with immediately and that adequate protection is provided to people involved.
- Organise for the safe cleaning of equipment and, where appropriate, disinfection and a thorough cleaning of the premises.
- Arrange for safe disposal of any infected materials.

The Health Protection Agency (HPA) provides details on recommended exclusion periods for the more common communicable diseases in 'Guidance on Infection Control in Schools'.

Staff should report diseases including Leptospirosis, Hepatitis, TB and Tetanus which have been contracted through work as these are reportable under RIDDOR.

LEGIONNAIRES DISEASE

All reasonable steps will be taken to identify potential Legionella hazards and to prevent or minimise the risk of exposure. The School will:

- Carry out a Legionella Risk Assessment
- Prepare a written scheme/plan for preventing or controlling the risk of Legionella
- Implement and manage the scheme/plan
- Keep records for a minimum of 5 years.



Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the Estates Manager.

MACHINERY & EQUIPMENT

All plant, machinery and equipment will be maintained and serviced regularly according to the manufacturer's instructions. Staff may make adjustments to machinery to ensure that it functions effectively e.g. mower blade height adjustment, but maintenance is carried out by external contractors.

MANUAL HANDLING

To prevent injuries and long term ill-health resulting from manual handling, the school will ensure that activities which involve manual handling are eliminated so far as is reasonable practicable. Where it is not practical, the school will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

Typical manual handling tasks in school are:

- moving tables and chairs
- carrying piles of books or stationery
- putting out PE equipment
- maintenance activities
- receiving and putting away food deliveries

Adequate information and training will be provided to persons carrying out manual handling activities.

Where relevant, employees undertaking manual handling activities will be suitably screened for reasons of health and safety, before doing the work.

Moving and Handling People

There are occasions when a pupil with medical needs requires assistance in moving.

Clear instructions covering each activity should be provided so that all members of staff who are involved in the task understand how to move the person safely. Ancillary equipment such as hoists, sliding boards, swivel plates, etc. must all be used correctly and staff must have received appropriate training in the use of the equipment.

The expert advice of external medical professionals should be considered where complex moving and handling problems of pupils are presented.



MINIBUS

The law requires that a minibus must be:

- correctly licensed, taxed and insured
- well maintained with a valid MOT certificate (if more than one year old)

The school will ensure that appropriate safety procedures are established for the minibus in line with the ROSPA Advice for minibus safety and their code of practice. A copy of the full code is available at www.rospa.com

Overall responsibility for ensuring that the school minibus is properly maintained, licenced, taxed and insured lies with the Head. This responsibility is devolved to the Estates Manager

The school will keep a list of drivers who have been authorised to drive the minibuses. Authorisation may be withdrawn at any time by the Head.

Full details are provided in the School's Minibus Policy and Procedures.

NEW AND EXPECTANT MOTHERS

The school recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers. There may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the School will ensure that:

- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.
- Where relevant, a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

OCCUPATIONAL STRESS

The School's policy on Occupation Stress can be found in the Employee Handbook (on the CRL).



OUTDOOR PLAY

Play equipment

Children must be supervised at all times whilst using outdoor play equipment and the appropriate number of people required to supervise play areas must be determined for each location.

Staff/supervisors on duty

- Have a responsibility to make regular checks for defects. Where any defects/hazards are identified, appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.
- Should be familiar with the equipment, the rules for use and of the ability of the children. Consideration needs to be given to weather conditions - outdoor play equipment should not be used during wet or icy conditions.

Scrambling and climbing elements must not exceed 3 metres, for children below 5 years the highest should be a maximum of 1.6 metres.

Both portable and fixed climbing equipment that has a fall height of 600mm must be on an impact-absorbing surface if used outside.

A thorough check of the equipment is to be conducted termly and these records kept on site.

PERSONAL PROTECTION EQUIPMENT (PPE)

PPE is defined as being equipment, including weather protection clothing, which is worn or held to protect an individual against one or more risks to their safety.

Each Department is responsible for developing safe working practices and ensuring that its risk assessments are regularly reviewed and updated. Assessing suitable PPE is an important element of the risk assessment.

Members of staff are responsible for following safe working practices and for preventing injuries and accidents to themselves or to others. It is the responsibility of all staff to:

- Use the PPE which has been provided to control a risk.
- Take reasonable care of any PPE provided to them and to report defective or worn out equipment. The school is responsible for replacing damaged or worn out PPE.
- Ensure that pupils understand why they are required to wear protective equipment for certain lessons and activities and to behave responsibly.



Protective Sports

Members of staff ensure that pupils always wear the recommended protective equipment. Any pupil can expect not to be allowed to play if he arrives at one the following sports without the essential safety equipment:

- Rugby: mouth guards
- Football: shin guards

The School supplies cricket helmets, wicket keeper's gloves and pads for cricket and goal keeping equipment for hockey. The School expects pupils to wear the appropriate safety equipment for adventurous activities and will not allow them to participate without it. Similarly, the School expects pupils to wear appropriate warm and waterproof clothing when necessary. The School will not allow an activity to take place unless pupils are properly equipped.

Pupils who cycle to school are expected to wear safety helmets and to wear reflective clothing.

Protective Equipment in Science, DT, Art, Food Technology/Catering

The school supplies the following items of PPE for staff and pupils:

- Science: safety goggles and laboratory coats.
- Art & DT: safety goggles and aprons.
- Food Technology/Catering: oven gloves, safety aprons.

Everyone who works in these areas is required to tie back long hair and to remove "dangling" jewellery that could become stuck in machinery. Pupils are not allowed to work unsupervised in these areas.

PPE for Support Staff

The Estates Manager and the relevant Departmental Head are responsible for identifying the requirement for PPE for the staff working in Cleaning, Caretaking, Grounds and Maintenance and for ensuring that all staff are trained to use the equipment in accordance with best practice.

External training is provided for specialist activities, such as:

- Use of pesticides and spraying.
- Using chain saws.

SAFEGUARDING

All educational professionals, including administrative and facilities staff as well as teaching staff, have a statutory duty of care of all pupils. This duty extends to promoting the welfare of pupils who require additional support but are not suffering harm or at immediate risk of harm.

Full details may be found in the School's Safeguarding and Child Protection and Safer Recruitment Policies.



SECURITY MEASURES (PHYSICAL)

The Estates Manager along with the Senior Management Team (SMT) are responsible for ensuring the School's security measures are adequate and that there are systems in place to monitor this. A King's House School specific Incident Management Plan (includes lockdown procedure) is in place to guide and support the staff through an incident if it were to occur.

The School will ensure the following security systems are in place and serviced regularly:

- Automatic gates – Annual Service
- Closed Circuit Television (CCTV) – Annual Service
- Door Entry Systems – Annual Service
- External Security Lighting – Checked daily (in-house)
- Intruder Alarms – Annual Service
- Non automatic gates, barriers and fences - Termly check (in-house)

SMOKING

It is the policy of the School that all of its premises are smoke-free and that all employees and pupils have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire school with no exceptions, including school vehicles. This policy applies to all employees, pupils, visitors and contractors. All visitors and contractors will be informed of the no smoking policy on arrival.

SUPERVISION OF PRACTICAL WORK

- A suitable teacher must supervise pupils involved in practical work of any kind.
- Where the use of machinery, hazardous or flammable substances or other specialist equipment is involved, pupils must be supervised by a suitable teacher or, in exceptional circumstances, by a person who takes responsibility voluntarily and does so with the Head's prior knowledge and consent.
- Pupils must not be left in specialist rooms where they have access to chemicals, machinery or any equipment that could cause physical harm. This point must be particularly noted by staff that do not normally teach in such areas but may, in exceptional circumstances, have to do so.
- The use of relevant PPE (protective equipment/clothing) such as aprons and eye protection is a legal requirement. Staff must ensure that such garments and equipment are worn properly.
- The disposal of residues from experiments and other practical operations must be supervised and carried out in the correct manner.
- Substances must be returned to their normal storage space at the end of lessons. Equipment and apparatus may be left out when consecutive lesson planning or extended duration experiments dictate.
- All laboratories and preparation rooms should be kept locked when unattended.



- The use of any gymnastic equipment, including the out of doors areas of high jump, long jump, discus, shot, javelin and hurdles, must not be used by boys who are unsupervised. No apparatus in the gymnasium or at the Sports Ground may be used without supervision and unsupervised entry to any of these areas is forbidden.

SUPPORTING PUPILS WITH MEDICAL NEEDS

Please see the School's First Aid and Medical Conditions Management Policy for full details of our provision for these pupils.

VIOLENCE TO STAFF

The School recognises that in certain situations, violent behaviour towards staff may occur. The School will take all reasonable measures to protect staff from violence and aggression which includes:

- Actual or threatened physical assaults.
- Psychological abuse.
- Verbal abuse which includes shouting, swearing and gestures.
- Threats.

To achieve this objective the School will:

- Ensure our premises are kept secure
- Undertake risk assessments of potential conflict situations to determine the control measures necessary to protect staff.
- Not tolerate violence or challenging behaviour towards our employees
- Support and assist the employees involved in any incident
- Support their decisions regarding the pressing of criminal charges.
- Keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

VISITORS

In the interest of safety and security, the school will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- They are authorised to enter the premises or accompanied
- They adhere to applicable health and safety instructions and rules during their visit
- Adequate information is passed to ensure their safety including emergency information,
- Any protective clothing required is provided and worn
- Any accidents/incidents involving visitors are required through the accident reporting arrangements.



Employees who become aware of people on the premises who may be unauthorised, should escort them to the school office.

Emergency action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying their host or the senior person present.

WASTE AND RECYCLING

General waste and soiled material is to be deposited in waste or recycling bins as appropriate.

Hazardous material is to be disposed of in accordance with the relevant health and safety regulations.

The Estates Manager will advise on disposal procedures.

WORK AT HEIGHT

The school will take all reasonable steps to ensure all work at height activities are undertaken safely.

The school will ensure that:

- All work activities that involve work at height are identified, risk assessed and properly planned.
- The need to undertake work at height will be eliminated whenever it is reasonable practicable to do so.
- All employees required to use stepladders or ladders are competent.
- Regular inspections of all ladders and stepladders are undertaken
- Ladders and stepladders are secured to prevent unauthorised use.
- Any contractors on school property comply with this policy.

WORK EQUIPMENT

The school will take all reasonable steps to ensure all employees required to use work equipment may do so safely.

The school will:

- Provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- Retain and make available the manufacturer's instruction manual for each item of equipment where relevant.
- Inspect all equipment at installation and prior to first use
- Before any item of work equipment is used, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- Provide adequate instruction, information and training to employees to enable to work equipment to be used and maintained safely. Provide refresher training as appropriate.



- Maintain work equipment in accordance with the manufacturer's recommendations, and keeping appropriate records.



PART 6 – RISK ASSESSMENT POLICY

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for assessing the level of harm or hazard that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm.
- Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm. If there are no hazards, there are no risks.
- A risk assessment is an assessment of the severity of the harm i.e. The resultant injury or ill health effect.
- Risk control measures are the physical measures and procedures that are put in place in order to minimise the risk.

OBJECTIVES

The School will ensure that:

- Suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- Identified control measures are implemented to control risk so far as reasonably practical.
- All those involved in activities where risk assessments apply, have received suitable information on what to do.
- Risk assessments are reviewed as appropriate.

CARRYING OUT THE RISK ASSESSMENT

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge that enable them to make sound judgements. Guidance on how to complete the risk assessment form is included on the School's risk assessment form itself and a copy of the government's guidance is attached in the risk assessment folder on the schools Central Resource Library (CRL).

The Heads of Department are responsible for signing off the risk assessments relating to their areas.

The risk assessment process will consist of five stages:

1. What could go wrong?
2. Who might be harmed and how?
3. How likely is it to go wrong and how serious would it be if it did?
4. What are you going to do to stop it?
5. How are you going to check that your plans are working?



The School Risk Assessment form should be used to document the assessment.

Step 1 – What could go wrong?

Look for hazards by walking around the location, visiting the venue, travelling the route. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of colleagues as they may have noticed things that are not immediately obvious.

Step 2 – Identify who may be harmed and how

List the groups of people and individuals who may be affected by the hazards - staff, pupils, parents, members of the public, etc. Pay particular attention to vulnerable people, e.g. young children.

Step 3 – How likely is it to go wrong and how serious would it be if it did?

Evaluate the risk arising from each hazard and consider the likelihood that it may go wrong and/or cause harm.

When deciding how serious it would, consider:

- the likely severity of the harm if it went wrong.
- the number of people who could be affected.

The formula used to calculate the risk is: Likelihood x Seriousness = Risk

Step 4 - What are you going to do to stop it?

Decide whether any precautions that are already in place are adequate or if more should be done.

Where additional controls or further action are necessary to reduce the risk, consider:

- avoiding the risk completely
- replacing the dangerous elements with none or less dangerous
- giving priority to measures which protect the greatest number of people

Even after all precautions have been taken some risk may remain. Ensure the precautions are sensible and achievable and reduce the risk as far as is reasonably practicable. Ensure all those involved in the activity are given appropriate instructions.

Step 5 – Monitor and Review the risk assessment

It is important that the control measures are monitored and that records are kept. A review of the assessments should be made:

- When there are changes to the activity.
- After a near miss or accident.
- When there are changes to the type (e.g. ages) of people involved in the activity.
- When there are changes in good practice.
- When there are legislative changes.



Following the review, additional control measures should be implemented if required.

Even if there are no significant changes since the original risk assessment, it should be reviewed annually to confirm that it is still relevant and valid.

SCHOOL TRIPS RISK ASSESSMENT

Any school trip offsite will have a designated teacher appointed to lead the trip. It is the responsibility of this designated lead teacher to complete a school trip risk assessment and pass this on to the Head of Pastoral Care for review. This procedure is for all trips (residential, local and overseas).



SAMPLE FORM – HEALTH & SAFETY RISK ASSESSMENT

Risk Assessment:

Location:

Persons Exposed: Staff (Yes / No)

Pupils (Yes / No)

Contractors/others (Yes / No)

Hazards and Consequences	Risk Rating			Control Measures to Reduce Risk	Residual Risk		
	Likelihood	Severity	Risk		Likelihood	Severity	Risk
Date:				Revision date:		Prepared by:	

Likelihood	Severity		
	Medium	High	High
	Low	Medium	High
Low	Low	Medium	

Key:

Red: Do not proceed – risk must be reduced to a lower level

Amber: Proceed only if specific controls will not allow the risk to increase

Green: Risk controlled effectively. Proceed with operation and monitor for changes



GUIDANCE FOR COMPLETING RISK ASSESSMENT FORM

Process/Activity: The specific item/issue being assessed.

Hazards Identified: A brief description of how the process/activity may cause harm eg. Fall of object, material or person from height; operation or use of equipment or machinery; contact with electricity.

Persons at Risk: Pupils; Staff; Visitors; Contractors. Consider new pupils / staff and people who may not be present all the time.

Existing Controls: Explain the existing arrangements in place to reduce the likelihood of harm or to make any harm less serious.

Are Existing Controls Adequate?

Yes: Existing controls will be considered adequate should everything reasonable and appropriate have been done to protect persons “at risk”.

No: If the answer is no, and everything reasonable and appropriate has not been done, then the actions necessary to achieve them should be included in the “Action Plan”.

Action Plan: Remember to prioritise and deal with the hazards that are high risk and have serious consequences first.



RISK ASSESSMENT ACTION PLAN

Process / Activity:	Action Plan Completed By:	Date of Plan:
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Action Required	By Whom	Planned Completion Date	Date Completed