



# Health & Safety Policy

Policy Reviewed by:	SLT	February 2023
Approved by:	Resources Committee	March 2023
Endorsed by:	FGB	March 2023
To be Reviewed	Annually	March 2024

# Health and Safety Policy

## 1. Statement of Intent

1.1 It is Kings' School policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, subcontractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

1.2 Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

1.3 Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

## 2. Organisation

### Employer Responsibility

2.1 The overall responsibility for health and safety at Kings' School is held by the Corporate Health & Safety Team at Hampshire County Council who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

### Key People

Responsible Manager	Dr J ADAMS, Headteacher
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On-Site Health & Safety Co-ordinator/Officer Asbestos Nominated Responsible Person Fire Safety Co-ordinator Accident Investigator	Mrs M Edwards
Site Manager Asbestos Nominated Responsible Person	Mr S Russell
Health and Safety Governor	Mr T Dierckx
Legionella Competent Person	Mr C Yau
Staff Health & Safety Representative	Miss A Drakakis

Responsible Manager: Headteacher, Dr James Adams

2.2 The Responsible Manager will:

- Develop a safety culture throughout the unit/centre/school/premises
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

All Staff (including volunteers)

2.3 All staff, teaching and non-teaching, have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Making themselves aware of health and safety requirements.
- Supporting the school health and safety arrangements □ Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or nearmisses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

Site Manager: Mr S Russell

- 2.4 The site manager, Mr S Russell, is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Health and Safety Co-ordinator. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within their level of competence and seek appropriate guidance and direction from the Health and Safety Co-ordinator and/or the Children's Services Health & Safety Team as required.

On-Site Health & Safety Co-ordinator/Officer: Mrs M Edwards

- 2.5 The on-site health & safety co-ordinator to the school will manage, advise and coordinate local safety matters on behalf of, and under the direction of the responsible manager. They are to work within their level of competence and seek appropriate guidance and direction from the responsible headteacher and/or the Children's Services Health & Safety Team as required.

All Teachers & Supervisors

- 2.6 The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

Safety Committee

- 2.7 Issues of Health and Safety are dealt with by the Governor Resources Committee. A central purpose of the committee is to assist in the assessment of safety related matters and provide appropriate support to the responsible manager/headteacher. The committee meets termly and will monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

Health and Safety Governor: Mr T Dierckx

- 2.8 The role of the Health and Safety Governor is:
- To promote and champion health and safety in the school
  - Ensure all members of the governing body consider health and safety
  - Take the lead in monitoring school health and safety
  - Meet termly with the school representative to discuss health and safety issues, review accident book, fire drill procedures and health and safety complaints raised by parents or staff and report any concerns to the Headteacher
  - Annually, inspect the school premises and grounds, review this policy, the fire safety manual, inspection and testing records and training undertaken. Report findings to the governing body.

Fire Safety Co-ordinator: Mrs M Edwards

- 2.9 The Senior Operations Manager is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the headteacher. They are to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.
- 2.10 The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the headteacher and/or the Children's Services Health & Safety Team as required.

Facilities Management Trained Staff: Mr S Russell

- 2.11 The facility management trained member of staff, Mr S Russell, is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. He is to attend the facilities management training course and refresh this training every six years. He is responsible for the local management and completion of day-to-day premises matters and duties. He is to work within their level of competence and seek appropriate guidance and direction from the responsible headteacher and/or the Children's Services Health & Safety Team as required.

Health & Safety Representative: Miss A Drakakis

- 2.12 The premises Health and Safety Representative, Miss A Drakakis represents the staff with regard to their health and safety at work. The Health and Safety Representative is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Heads of Department

- 2.13 The Heads of Department are responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the headteacher. They will ensure that staff are provided with adequate safety information and will manage all integral and specific risks relating to the department's functions. They will ensure their department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

Legionella Competent Person: Mr C Yau

- 2.14 Mr C Yau is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager/headteacher to provide the necessary competence to enable Legionella to be managed safely. He is to annually complete the Legionella e-learning course and all training records are to be retained.
- 2.15 The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with County and National requirements. He will advise the headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

Asbestos Nominated Responsible Person: Mrs M Edwards/Mr S Russell

- 2.16 The Senior Operations Manager and Site Manager are the Nominated Responsible Persons for asbestos on the premises and act on behalf of the headteacher to provide the necessary competence to enable asbestos to be managed safely. They annually complete the asbestos e-learning course and all training records are to be retained. The asbestos register is maintained by Hampshire County Council and is kept at reception for inspection by staff and contractors prior to undertaking any works.
- 2.17 The asbestos responsible person(s) will ensure that all staff have a reasonable awareness of asbestos management and dangers. They are to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with County and National requirements. They will advise the headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the headteacher and/or the Children's Services Health & Safety Team as required.

Accident Investigator: Mrs M Edwards

- 2.18 The on-site trained accident investigator is Mrs M Edwards, Senior Operations Manager, who will lead on all accident investigations in accordance with County and National procedures.

### **3. Accident Reporting**

- 3.1 The following arrangements for accident reporting have been developed in accordance with the Management of Health and Safety at Work Regulations 1999, the Hampshire County Council Incident Reporting System Guidance<sup>1</sup>, and the Hampshire County Council Corporate Health and Safety Procedure<sup>2</sup>. These arrangements set out all the health and safety provisions for Kings' School and are to be used alongside other school procedures & policies.
- 3.2 In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting & Investigation

- 3.3 Incident Reporting is required under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR). This requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work.
- 3.4 It should be noted that accidents to pupils and visitors at a school are only reportable under RIDDOR if the accident results in:
- the death of the person, and arose out of or in connection with a work activity: or
  - an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment.

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<sup>1</sup> Current version July 2021 – Version 8.

<sup>2</sup> Current version January 2020 – Issue 3.

- 3.5 This means that many of the common incidents that cause injuries to children are not reportable under RIDDOR as they do not arise directly from the way the school undertakes a work activity. More guidance is available on the HSE website and from HSE Education Information Sheet No.1 (Revision 3).
- 3.6 Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded using the HCC online reporting tool at <https://www.hants.gov.uk/educationandlearning/school-health-safety>. The School Business Manager has downloadable versions of the reporting form for those staff who cannot gain access to the online reporting tool.
- 3.7 Children's Services will then decide whether an accident falls within the RIDDOR reporting guidelines and contact the HSE.
- 3.8 Minor accidents to pupils are to be recorded in the Medical Log located in Matron's office. These are those accidents that do not result in a serious injury or hospitalisation.
- 3.9 Accidents involving children locally considered to be of a more serious nature than the minor incidents are to be reported to Children's Services using the HCC online reporting tool.
- 3.10 All accidents, incidents and near-misses reported using the online tool will require an accident investigation to be undertaken and reported to Children's Services. The trained accident investigator will conduct the investigation into more serious incidents. The purpose and intended outcome of the investigation are to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.
- 3.11 The HCC online accident investigation report tool is to be used for the recording/reporting of investigations. The headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by Mrs Edwards for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.
- 3.12 Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.
- 4. Administration of Medicines**
- 4.1 Arrangements regarding medicines are set out in the Supporting Pupils with Medical Conditions Policy.
- 5. Asbestos Management**
- 5.1 Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by Hampshire Scientific Services is located at Reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.
- 5.2 Any changes to the premises' structure that may affect the asbestos register information will be notified to Property Services and Hampshire Scientific in order that

the asbestos register may be updated accordingly. This will be the responsibility of either the School Business Manager or Site Manager.

- 5.3 Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.
- 5.4 Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the responsible manager/headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and contact the PBRs Asbestos Team (Arran Cobby, HCC Executive Manager (Asbestos) 07960 411852) for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the responsible manager/headteacher and/or asbestos competent person.

## **6. Child Protection**

- 6.1 Arrangements regarding child protection are set out in the Child Protection and Safeguarding Policies.

## **7. Community Users/Lettings/Extended Services**

- 7.1 The headteacher will ensure that:
- Third parties and other extended service users operate under hire agreements  A risk assessment for the activity is completed.
  - The premises are safe for use and inspected prior to, and after each use.
  - Means of general access and egress are safe for use by all users.  All provided equipment is safe for use.
  - Fire escape routes and transit areas are safe and clear of hazards.
  - Hirers/users are formally made aware of fire safety procedures and equipment.

## **8. Contractors on Site**

- 8.1 HCC approved contractors are always to be used for contractual work on the premises. Where non-HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Selection of Safe Contractors Assessment Checklist is to be used to determine competence of contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken. CSAF 008 Contractors on site safety assessment checklist is to be used to ensure that contractors manage the risks of working on site. The responsibility for checking that such risk assessment has been completed is the responsibility of the on-site Health and Safety Coordinator. It is normally delegated to the site manager.
- 8.2 All contractors must report to Reception where they will be asked to sign the visitors' book and asbestos register, and will be introduced to a member of the Site Team who will act as host for the duration of the visit. All contractors must be issued with the locally written contractor and visitor induction brief that includes all relevant details of child protection guidance, fire safety procedures and local safety arrangements.
- 8.3 Host staff are responsible for monitoring work areas and providing appropriate supervision, especially where the contractor's work may directly affect staff and pupils on the premises.



## **9. Curriculum Activities**

- 9.1 All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council.
- 9.2 Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance. Risk assessments for curriculum activities are to be retained by departments and will be reviewed as required by the Health and Safety Coordinator.

## **10. Display Screen Equipment**

- 10.1 All users must complete the *display screen equipment e-learning course* every year without exception. All users should carry out periodic workstation assessments using CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years. These records are maintained by the Business Manager.

## **11. Electrical Equipment**

- 11.1 The responsible manager/headteacher will ensure that:
- Only authorised and competent persons are permitted to install or repair equipment
  - Where 13-amp sockets are in use, only one plug per socket is permitted
  - Equipment is not to be used if found to be defective in any way
  - Defective equipment is to be reported & immediately taken out of use until repaired
  - All portable electrical equipment will be inspected/tested at regular intervals determined for specific pieces of equipment.
  - Equipment testing/inspection can only be carried out by a competent person.
  - The competent persons are those trained through the school and assigned to particular areas of the school.
  - Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested.
  - New equipment must be advised to the site manager in order that it can be added to future PAT testing schedules.
- 11.2 Any defective or suspected defective equipment, systems of work, fittings etc must be reported to Mr S Russell, Site Manager, via the School's Defects Register and attended to in accordance with the priority allocated to it by the School Business Manager.

## **12. Emergency Procedures**

- 12.1 General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

- 12.2 All staff will receive a briefing and a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.
- 12.3 Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. P.E.E.Ps for all P.D. pupils will be prepared by Mrs N Matthews, Head of Pupil Support.

### **13. Fire Safety**

- 13.1 Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety coordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.
- 13.2 The responsible manager/headteacher will ensure through the fire safety co-ordinator that:
- All staff complete the mandatory *fire safety induction e-learning course* every year
  - Fire safety procedures are readily available for all staff to read
  - Fire safety information is provided to all staff at induction and periodically thereafter
  - Fire safety notices are posted in the key areas of the building close to the fire points
  - Evacuation routes and assembly points are clearly identified
  - Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
  - All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
  - Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with County guidance and the premises fire safety manual
  - The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

### **14. First Aid**

- 14.1 Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are clearly signposted around the unit/centre/school/premises.
- 14.2 First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

### **15. General Equipment**

- 15.1 All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under Property Services arrangements, or as locally arranged.
- 15.2 Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

## **16. Glazing**

- 16.1 The Site Manager will address all issues relating to glazing in line with the HCC, 'Window and Glazing Safety Managers' Guide'. This includes the completion and updating of specific glazing risk assessments as set out in Appendix A of the HCC guide. Any concerns revealed through risk assessment or inspection will be referred to HCC Property Services.

## **17. Good Housekeeping**

- 17.1 Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported.

## **18. Hazardous Substances**

- 18.1 Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the headteacher. The premises COSHH assessors acting on behalf of the headteacher are Mr Chris Yau and Mr Marcus Fermor, Assistant Site Supervisors, and Technicians Mrs R Gibson.
- 18.2 Hazardous substances used in Science and Technology are to be used and stored in accordance with CLEAPPS guidelines. Mrs Louise Martin, Senior Science Technician is responsible for hazardous substances in Science. Mr Kevin Gregory is responsible for hazardous substances in Technology. All science and technology hazardous substances are to be stored in the secure and signed storage when not in use which is the Science Preparation Room for these premises. This is to remain locked at all times.
- 18.3 When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment. All hazardous substances are to be stored in appropriate labelled containers and, except when in use, be securely stored in locked stores marked with appropriate COSHH notices.

## **19. Inspections and Monitoring**

- 19.1 Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported using the defect reporting system, using the Defects Reporting System on the School Business Manager's Sharepoint page.
- 19.2 Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department.

- 19.3 Routine documented inspections of the premises will be carried out every month in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.
- 19.4 Defects identified during these routine documented inspections are to be immediately reported using the defect reporting system and recorded in the defect register. Any identified high level risks or safety management concerns are to be actioned by the Site Manager.
- 19.5 Periodic detailed inspections of the premises' safety management system will be carried out every year by the School Business Manager. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-010(B) Annual Secondary School Inspection Checklist.

## **20. Kitchens**

- 20.1 The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is controlled by the Catering Manager, Mr I Wooldridge. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.
- 20.2 Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are implemented by the Catering Manager.
- 20.3 The Catering Manager is responsible for ensuring that all kitchen staff receive annual initial and refresher training on food handling and food safety (e-learning).

## **21. Minibuses**

- 21.1 Mr S Russell is responsible for the operation and for the maintenance of minibuses in accordance with requirements set out in the HCC Minibus Policy. All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses.

## **22. Moving and Handling**

- 22.1 All staff must complete the *moving and handling e-learning course* every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.
- 22.2 Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The site manager and his team are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

## **23. Off-site Activities.**

- 23.1 Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance.

## **24. Physical Intervention**

24.1 Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

## **25. Provision of Information**

25.1 The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings, meeting minutes, email distribution, signature based receipt of information and notice board displays.

25.2 The *Health and Safety Law* posters are displayed at the Staff Room, Kitchen, Tower and Sports Centre.

## **26. Risk Assessment**

26.1 General risk assessment management will be co-ordinated by the Senior Operations Manager, in accordance with Risk Assessment Guidance issued by Children's Services Health & Safety team.

26.2 Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

26.3 The trained risk assessors on site, Mrs Becki Martin (Business Coordinator) and Mr Steve Russell (Site Manager), will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

26.4 All risk assessments and associated control measures are to be approved by the responsible manager/headteacher or their delegated member of staff prior to implementation.

26.5 Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

## **27. Security**

27.1 Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines.

## **28. Smoking**

28.1 Smoking and/or vaping is not permitted on the premises.

## **29. Stress & Wellbeing**

29.1 Kings' School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

29.2 Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

29.3 On-site arrangements to monitor, consult and reduce stress situations are delivered via a line-management structure based on our Performance Management systems. Employees are encouraged to be proactive and discuss concerns when they arise in order to facilitate early intervention.

### **30. Swimming Pool Management**

30.1 Arrangements regarding swimming pool management are set out in the swimming pool policy and procedures, and in accordance with the Children's Services swimming pool guidance. This includes the normal operating procedures and the Emergency action plans. The Community Manager is responsible for these.

### **31. Traffic Management**

31.1. Arrangements regarding on-site traffic safety are based on the premises' traffic risk assessment and are set out in the School's Traffic Management Plan.

### **32. Training**

32.1 Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with Children's Services induction template.

32.2 The responsible manager/headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work.

32.3 All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory training requirements

32.4.1 Training records are held by the school Business Coordinator who is responsible for recording all health and safety training and maintaining the health and safety training plan.

### **33. Window and Glazing Safety**

33.1 The school will ensure that all aspects of window and glazing safety conform to the HCC Property Services guidelines.

33.2 The Headteacher has delegated this task to the Site Manager, Mr S Russell, but retains responsibility for ensuring that the guidance is followed, risk assessments are carried out, and actions are taken to ensure that the glazing and windows of the building occupied by their staff are safe.

33.3 To achieve this end, the school will, where appropriate, access support from County Health and Safety advisors, and from Property Services.

## **34. Violent Incidents**

- 34.1 Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Kings' School.
- 34.2 Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.
- 34.3 Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using the HCC Corporate Accident and Incident Reporting tool.

## **35. Visitors**

- 35.1 All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.
- 35.2 Visitors to the premises will be provided with a safety leaflet and badge. All visitors will be required to sign in using the InVentry system at reception.

## **36. Work at Height**

- 36.1 Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Kings' School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.
- 36.2 The competent persons for work at height on the premises who have attended the Caretaker Support Service Ladder & Stepladder Safety half-day course are Mr S Russell and Mr R Kingsnorth who are authorised to:
- Use steps, stepladders and leaning ladders in accordance with their training □  
Provide step stool instructional training briefs to staff □ Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training presentation
  - Carry out periodic inspections of all on-site ladders, stepladders and podium steps
  - Remove access equipment from use if defective or considered inappropriate for use
- 36.3.1 The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms. Mr S Russell is qualified to assemble and use mobile towers.
- 36.3.2 Work at height on the premises is only permitted to take place under the following conditions:
- No members of school staff are to work on roofs, any roof work must only be undertaken by appropriately trained and qualified contractors
  - Any ladder work to be carried out at height must be underpinned by a risk assessment using the HCC Children's Services template

- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment