



# Health and Safety Policy

**Policy area**

Staff, Students

**Statutory regulation**

Health and Safety at Work Act 1974  
and associated legislation

**SLT Lead**

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# HEALTH AND SAFETY POLICY

## 1.0 INTRODUCTION

- 1.1 The Members of Council of the King Alfred School Society recognise their legal duty under the Health and Safety at Work Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of all their employees. They acknowledge that they have duties towards pupils, the public and visitors who use King Alfred School (KAS), these duties being implicit in the above Act and other legislation. In fulfilling these responsibilities Council seeks to achieve a balance between practicable safety precautions and reasonable levels of risk that may be retained in support of the KAS ethos and style of education.
- 1.2 The Members of Council accept these responsibilities. It is and will continue to be their policy to promote high standards of health, safety and welfare in accordance with the terms and requirements of the above Act, regulations made under that Act and approved codes of practice. Council and management recognize that they have an obligation to establish and maintain exemplary standards. Through their positive attitude and approach they will lead by example and encourage all staff to adopt a similar approach.
- 1.3 The School's policy and arrangements in relation to Health and Safety are laid out in this document. All staff are made aware of the policy and supporting procedures and they are included in the induction of new staff.
- 1.4 The Council has delegated responsibility for implementation of this policy to the Head and Bursar. Through them various responsibilities may be delegated to other members of staff. Health and Safety is regarded as an intrinsic responsibility of all members of the KAS community and is an integral part of its activities.

## 2.0 THE HEALTH AND SAFETY POLICY

- 2.1 The school will take reasonably practicable steps to:
- Maintain safe and healthy working places, systems of work and learning environments, with adequate facilities and arrangements for employees' and pupils' welfare
  - Protect employees, pupils and others, including the public, in so far as they come into contact with foreseeable hazards;

- Provide all employees and pupils with the information, instruction, training and supervision that they require to work safely. The School's external Health and Safety Consultants will be available to provide relevant information and this will be disseminated to staff, as appropriate;
- Develop safety awareness amongst all employees and pupils, creating individual responsibility for health and safety throughout the school community;
- Ensure the health and safety of all participants in school trips by establishing and following appropriate procedures which take into account Department for Education (DfE) guidance;
- Provide a safe environment for all authorized visitors to the School's premises bearing in mind that visitors may not necessarily be attuned to the School's environment;
- Control effectively the activities of outside contractors when on the School's premises. Apart from routine supervision and control of contractors, this will be achieved in part by requiring copies of contractors' safety policies and review of risk assessment at the tender stage, where appropriate;
- Encourage effective two-way communication on health and safety matters, through the management structure and existing committees;
- Maintain this Policy as a working document, by publicizing its contents and reviewing and revising it as necessary;
- Maintain awareness of the external environment that may be affected by the school's activities and pay full regard to the implications of the Environmental Protection Act 1990 including the duty of care as regards waste;
- Identify and control risk as a means of preventing injury and illness;
- Provide and maintain written risk assessment of the risks to the health and safety of its staff whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999;
- Retain external risk management advisers to act as competent persons to provide the necessary legal, technical and practical health and safety assistance and information and to act as an independent monitoring service for the activities of the School.
- Maintain a Health and Safety Committee, meeting regularly, with representatives of staff and reporting to Council.

The school will meet the requirements of relevant legislation, particularly the Children Act 1989 and follow relevant guidance issued by the Health and Safety Executive and the Department for Education.

The school will maintain a comprehensive manual of health and safety procedures to enable this policy to be implemented and operated effectively. All members of staff will be informed about relevant procedures and are expected to comply with them.

### **3.0 SAFETY ORGANISATION**

The organisation is designed to underpin a positive health and safety culture, supporting risk control at all levels

#### **3.1 Council**

Members of Council accept their collective responsibility to ensure, as far as reasonably practicable, that the school provides a safe and healthy environment for staff, pupils and others who visit the school. They will:

- Require that they are informed of relevant health and safety risk management issues;
- Monitor the effectiveness of the implementation of this policy and review health and safety performance on a regular basis, at least annually
- Ensure that this policy and its supporting procedures are reviewed and revised as necessary.

#### **3.2 Head and Bursar**

The Head of King Alfred School has primary responsibility, delegated by Council, for the implementation of this Health and Safety Policy within the School, particularly in relation to the educational aspects and the welfare of pupils. In particular, the Head:

- Ensures that the Health and Safety Manager has adequate training to ensure competence and sufficient time and resources to discharge his responsibilities;
- Ensures that adequate communication and consultation channels are maintained and that this policy and supporting procedures are communicated to staff;
- Ensures that staff understand their responsibilities and have the time, training and encouragement to enable them to carry them out.

The Bursar has responsibility for ensuring that the premises are safe and that there are safe systems of working in place. With the support of the Estates Manager the Bursar:

- Monitors overall health and safety in the school and chairs the Health and Safety Committee;
- Ensures that there is a system of reporting of accidents and near misses and that necessary investigations are carried out;
- Places the contract for the annual external safety audit;
- Is responsible for the preparation of the annual safety plan;
- Is responsible for monitoring legislative changes and ensuring the school's continuing compliance overall and with specific legislation relating to fire, electricity testing, legionella, asbestos and Control of Substances Hazardous to Health (COSHH).

### 3.1.2 **Estates Manager**

The Estates Manager is the school's Health and Safety Manager. He will carry out the responsibilities delegated to him by the Head and Bursar for the effective implementation of the King Alfred School Health and Safety Policy. His particular functions include:

- monitoring the school's performance against the annual safety action plan
- co-ordinating the preparation and use of statutorily required risk assessments
- providing generic risk assessments, risk assessment templates and checklists
- vehicle safety
- fire safety
- evacuation procedures
- in conjunction with the School Architect and other managers, the supervision of contractors on school premises
- coordination of classroom health and safety audits
- advising on the appointment of, and liaising with the external risk management company
- obtaining, interpreting and disseminating information on Health and Safety to promote a positive and proactive safety culture
- facilitating training on Health and Safety matters
- serving as a contact point for staff who require advice on Health and Safety issues and the balance between practicable safety precautions and reasonable levels of risk that may be retained in support of the KAS ethos and education
- ensuring that there is a proper system for reporting accidents, incidents and near misses, investigating where required
- liaison with and reporting to the Health and Safety Executive as required
- facilitating provision of external specialist advice where required
- coordinating the work of the Health and Safety Committee and alerting it and management to issues that may raise Health and Safety concerns

### 3.1.3 **Heads of Department and Departmental Managers**

Heads of Department (HoDs), the School Architect, Estates Manager, Catering Manager and Head of ICT Support Services are responsible for overseeing the implementation of the School Health and Safety Policy within their own departments and areas of operation. They are responsible for ensuring that safe systems of work are established and maintained and are followed by all staff in their areas. In particular, each HOD and manager is responsible for:

- agreeing departmental health and safety priorities
- ensuring the allocation of adequate and appropriate resources
- ensuring that appropriate procedures for safe working are developed and followed
- ensuring that new staff for whom they are responsible are inducted in accordance with the H & S Induction Checklist monitoring and reviewing the Health and Safety performance within their own Department
- taking prompt action to correct any deficiencies
- making sure that existing staff are made aware of any changes to procedures

Each HoD and Departmental Manager will:

- Familiarize themselves with the contents of this policy and ensure that their staff are suitably briefed on documents and procedures.
- Arrange for the identification of risks which may be present in their work areas and activities. Ensure preparation of relevant risk assessments and implementation of measures determined through those assessments. The record of risk assessments will be retained within the department.
- Set up a system for routine safety inspections in their work areas, (including fire extinguishers, fire blankets and fume cupboards) and ensure that any remedial issues are addressed. The manager will maintain a record of these safety inspections.
- Arrange for all new staff to receive safety training in accordance with the needs of their work including Control of Substances Hazardous to Health (COSHH) regulations. Records of the training will be kept within the Department.
- Investigate all accidents and incidents which occur in their department and promptly submit the necessary reports to the Estates Manager.
- Complete and return classroom audit sheets in accordance with the published timescale.
- Ensure adequate testing, examination, maintenance, servicing and repair of specialist equipment.
- Ensure compliance with procedures relating to school trips
- Refer any safety matter not within their competence to the Estates Manager or Bursar.

### 3.1.4 **Art, CDT, ICT and Science Technicians**

Technicians will be responsible to Heads of Department for:

- isolating gas supplies to laboratories/workshops at end of each teaching day and shutting off supplies during breaks.
- the constant security of toxic and highly flammable substances, locking them away during breaks or when rooms are not in use for teaching
- ensuring that a sufficient number of suitable fire extinguishers and fire blankets are available within or close to, workshops, laboratories and prep rooms
- ensuring the adequate testing, examination, maintenance, servicing and repair of specialist equipment.

### 3.1.5 **Staff Responsibilities**

All KAS staff have a responsibility for safety and are expected to:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- co-operate with management to enable it to comply with its statutory duties and to implement its safety policy.
- not to intentionally or recklessly interfere with or misuse any equipment or property of the school
- report any unsafe act or situation to their HOD or departmental manager

These staff duties are legal responsibilities. Failure to observe these responsibilities may have significant personal consequences, including possible prosecution and/or disciplinary action.

### 3.1.6 **Health and Safety Committee**

The Health and Safety Committee is chaired by the Bursar and comprises the Head, as necessary, Bursar, other members of senior management, as necessary, the School Architect, the Estates Manager, Heads and technicians of selected departments, designated safety representatives from Lower School. Other members of staff or Council may be invited to meetings as required.

The main responsibilities of the committee include:

- co-ordinating and promoting health and safety issues within the school
- reviewing draft policies and updates and recommending safety policy to Council
- monitoring policy implementation and safety performance within the school
- considering the annual safety audit and agreeing and monitoring the implementation of the annual safety plan
- approving safety standards within the school

- reviewing Health and Safety procedures, including risk assessment procedures to ensure that they are properly conducted
- reviewing accidents and incidents and agreeing actions to avoid future incidents including reviewing policies and procedures accordingly

## **4.0 SAFETY ARRANGEMENTS**

### **4.1 Risk Assessments and school visits**

Risk Assessments will be prepared to identify and manage risks on the school premises and during the course of its activities. Guidance on the preparation and content of Risk Assessments is available from the Estates Manager.

When planning visits the school uses the following non-statutory guidance: 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014)'

- 4.1.1 No trip will be allowed to depart if there is not an appropriate risk assessment signed off by the Health and Safety manager
- 4.1.2 The Safeguarding Children Policy applies to all visits
- 4.1.3 All adults involved in overnight stays will have had an enhanced disclosure and barred list check.
- 4.1.4 Pupils will be prepared for trips, particularly in regard to the behaviour expected, the relevant school policies, and also about SEN and arrangements for any medical needs;
- 4.1.5 Prior to going on trips parents will be expected to give written permission for emergency medical treatment to be given 'in the event they cannot be contacted' – this is a precaution as in every circumstance if time allows, the parent will be contacted first.
- 4.1.6 Group leaders organizing visits must be given sufficient time to ensure the visit is well planned.

### **4.2 Health and Safety Training**

- 4.2.1 All staff will receive health and safety information and training shortly after commencing their employment with the school. This training will cover the basic health and safety requirements for their work area.

4.2.2 HODS and departmental managers will ensure that staff working in areas where specific risks are present are provided with the appropriate training to enable them to carry out their jobs with proper regard to the safety of themselves and others.

4.2.3 Managers will review individual training needs with all employees on at least an annual basis. Records of all staff safety training carried out will be kept within the Department.

#### 4.3 **Contractors**

4.3.1 External contractors will normally be engaged by the School's Architect or Estates Manager who will vet them at the tender stage to ensure that:

- they are competent to carry out the project
- have appropriate safe methods of working
- that they meet the requirements for Safeguarding Children in Education

4.3.2 A contractor is anyone who enters school property or premises to carry out work. The way in which contractors are controlled will depend on the type of work they are required to do, and the level of the risk involved.

4.3.3 Both the School and contractors have duties under the Health and Safety at Work Act. The responsibilities of both parties should be clearly defined before work begins.

4.3.4 HoDS and managers will monitor the activities of contractors working in their departments and will report any safety concerns to the Estates Manager.

#### 4.4 **Accident Reporting and Investigation**

4.4.1 All incidents which require first aid treatment will be logged in the First Aid book maintained by the School Nurse. The Estate Manager, as the school's Health and Safety Manager should be informed. The Estates Manager will ensure that serious incidents are investigated as soon as reasonably possible - and in any event within 72 hours.

A written accident report will be produced and retained for all incidents except those which require only minor first aid treatment.

4.4.2 The Reporting of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 require that, in the case of serious accidents and injuries, the Health and Safety Executive (HSE) is notified immediately. The Bursar will ensure that arrangements are in place for this. The Estates Manager will arrange for 'notifiable' accident reports to be forwarded to the HSE, as soon as possible, and in any case within 10 days. The Head will review major accidents immediately, informing Council where appropriate, and review all accident report forms on a half termly basis. The Health and Safety Committee will review a summary of them on a termly basis.

#### 4.5 **First Aid Arrangements**

- 4.5.1 The Head and Bursar will ensure that there are sufficient staff with appropriate levels of first aid training. Suitable arrangements will be made for special events and trips.

#### 4.6 **Manual Handling**

- 4.6.1 The Manual Handling Operations Regulations 1992 apply. Employees should not undertake any manual handling operation which involves a risk of injury, unless a risk assessment has been carried out. Where a risk assessment is carried out, appropriate steps will be taken to reduce the risk to the lowest level reasonably practical. Lifting and handling aids will be provided. The Estates Manager is responsible for coordinating the completion of these assessments.

#### 4.7 **Emergency and Contingency Plans**

- 4.7.1 Emergency and contingency plans are determined by the Critical Incident Management Team.

HoDs and Managers will ensure that all staff are made aware of necessary arrangements, and are provided with the appropriate information and training as part of their induction.

#### 4.8 **Monitoring and Review**

- 4.8.1 King Alfred School's Health and Safety Committee monitors the implementation of this policy at least once each term.
- 4.8.2 Safety will be a regular agenda item at management team meetings and the Head and Bursar will address specific incidents and concerns.
- 4.8.3 The Head and Bursar will report at least annually to Council on the effectiveness of the school's Health and Safety policy and procedures.