



Health & Safety Policy

Introduction

Kirkstone House School is committed to ensuring the safety, health and welfare of its employees, pupils, the public and others working at, or using, the school premises. This policy has regard to DfE Guidance 2011 Health and Safety Department for Education Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies. The school complies with the provisions of the Health and Safety at Work Act 1974 and regulations made under that act, in particular the Management of Health and Safety at Work Regulations 1999. The Policy also has regard to non-statutory advice: Health and Safety on Legal Duties and Powers 2014.

The Principals of the school will take steps as far as is reasonably practicable, to ensure that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. Their duties as employers are to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises, for example on school visits.

Employer Responsibility:

Employers must:

- Assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment
- Introduce measures to manage those risks
- Tell their employees about the risks and measures to be taken to manage the risks
- Ensure that adequate training is given to employees on health and safety matters.

School Health and Safety Management Structure

Overall responsibility for all matters related to health and safety lies with:

- The Principals (Mrs B K Wyman, Mr G Wyman (Site Manager) and Mr J Wyman (Cleaning and Catering Manager)

Delegated day-to-day responsibility lies with:

- The Headteacher (Mrs C Jones)

On-going considerations regarding Health and Safety includes the following:

- Any legislative changes regarding Health and Safety will be actioned by Mr G Wyman. Mrs C Jones ensures that all staff are made aware of changes and documentation is up to date.
- When an accident/incident has been recorded in the accident book, discussion will take place between Mr G Wyman and Mrs C Jones in order that preventative measures may be actioned to prevent a re-occurrence.



- Health and Safety issues raised by staff/pupils/parents/visitors etc. will be discussed by Mr G Wyman and Mrs C Jones and appropriate action taken.
- Health and Safety within the School is reviewed through consideration of: incident data; parent/pupil feedback and information from Safety Tours and classroom risk assessments.
- Risk assessments are reviewed annually by Mrs C Jones and Mr G Wyman and action is taken with regard to updating as necessary.
- The Risk Assessment Policy is reviewed annually or before if needed following any incident of a Health and Safety nature.
- On-going appropriate training needs for staff with regard to Health and Safety are identified and actioned by Mr G Wyman and Mrs C Jones.
- Mr G Wyman monitors the implementation of professional advice regarding the external and internal fabric of the school, its plant, equipment and systems of work.
- Mr G Wyman is responsible for specific safety rules and procedures for safe systems of work (e.g. safe storage, handling and use of chemicals in the Science Laboratories).
- Mr G Wyman monitors communication and publicity relating to health and safety in the workplace.
- Mrs C Jones encourages employee consultation, suggestions and the reporting of defects to promote a whole school awareness of individual responsibility for health and safety at work.
- Mrs C Jones alerts parents to matters relating to health and safety for pupils, such as reminders in relation to out of bounds.
- Mr G Wyman provides the necessary safety devices and protective clothing, through risk assessment if a safer working environment cannot be achieved by any other means.

Employee Responsibility

All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

The law requires employees to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this, employees must:

- Comply with all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to Mrs Jones any potential hazards, or defects in equipment and any shortcomings in the school's work systems or procedures. This information will then be discussed with Mr G Wyman or Mr J Wyman.

Employees should be aware that the Principals will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.



Organisation for Health and Safety

Arrangements for Risk Assessment

We aim to take a commonsense and proportionate approach to risk assessment and risk management which are tools to enable pupils to undertake activities safely. Our Educational Visits Policy fully documents risk assessments on visits including dynamic risk assessments. Risk assessments for routine activities in school such as Sports Day are written in line with the School's general health and safety policies and procedures.

School Site and Grounds

Risk assessments for the school site will be undertaken by:	Mr G Wyman
The findings of the risk assessment and any actions to be taken will be reported to:	Mrs C Jones
Person responsible for ensuring the action required is implemented:	Mr G Wyman
Person responsible for checking the implemented actions have removed/reduced risks:	Mr G Wyman
Review of assessment will take place:	Annually or as required if practice or legislation changes.

Safe Plant and Equipment

Person responsible for identifying equipment/plant requiring maintenance:	Mr G Wyman
Person responsible for ensuring effective maintenance procedures are drawn up:	Mr G Wyman
Person responsible for ensuring that all identified maintenance is implemented:	Mr G Wyman
Problems with plant/equipment should be reported to:	Mr G Wyman
Person responsible for checking that new plant and equipment meets health and safety standards before purchase:	Mr G Wyman

Safe handling and use of substances

Person responsible for identifying all substances which need a COSHH assessment	Mr G Wyman Mr J Wyman Head of Science
Person responsible for undertaking COSHH assessments	Mr G Wyman Mr J Wyman



Person responsible for ensuring all actions identified in the assessments are implemented	Mr G Wyman Mr J Wyman
Person responsible for ensuring that all relevant employees are informed about the COSHH assessments	Mr G Wyman Mr J Wyman
Person who will check that new substances can be used safely before they are purchased	Mr G Wyman Mr J Wyman
Review of assessment will take place:	Annually or as required if practice or legislation changes.

Information, instruction and supervision

The Health and Safety Law poster is displayed	In the Main School Office
Health and Safety advice is available from	Mr G Wyman Mr J Wyman Mrs C Jones
Person responsible for ensuring that employees are given relevant health and safety information	Mr G Wyman Mr J Wyman Mrs C Jones
The Employers Liability (Compulsory Insurance) Certificate is displayed	In the Main School Office

Competency for tasks and training

Induction training (e.g. Child Protection, Fire Safety, First Aid etc.) will be provided for employees by	Mrs C Jones Designated Safeguarding Lead First Aid Mrs Irene Tait Fire Mr Richard Gill and Mrs C Fallowfield
Job specific health and safety training will be identified, provided or arranged by	Mr G Wyman Mr J Wyman Mrs C Jones
Specific jobs requiring special training are	Science Labs - Teachers/Assistants Food Tech - Teacher/Assistant Kitchen – Catering staff Cleaning staff



Training records are kept on personnel files by	Mr G Wyman
Training will be identified, arranged and monitored by	Mr G Wyman Mr J Wyman Mrs C Jones

Accidents, first aid and work-related ill health

The appointed persons/first aider's are	Mrs I Tait (Senior School) Mrs Caroline Fallowfield (Lower School) Mrs J Ilic (Senior School) Mr G Mitchell PE Mrs J Ramsay (Lower School)
The first-aid facilities and first-aid boxes are located	<p>Main Office Medical Room + Box 1,2,3 – kept fully equipped for school outings</p> <p>Senior School Classrooms Food Technology Science Library/Sports Hall Art Learning Support Music School PE Changing Room</p> <p>Dining Hall Lower School Staff kitchen Staff Common Room</p> <p>School Vehicles School minibuses x 3</p>
All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at	<p>Senior School Main Office</p> <p>Lower School Mrs C Fallowfield - Office</p>
Person responsible for reporting accidents, diseases and dangerous occurrences to the HSE/local authority (as appropriate)	Mr G Wyman



Monitoring

<p>To review our safe and healthy working conditions, and ensure continued safe working practices we will</p>	<p>Active checks</p> <ul style="list-style-type: none"> • Ensure all new staff receive induction training • Carry out regular reviews • Be aware of and implement any legislative changes and good practice recommendations • Communicate any change to policies or procedures to staff/others. • Promote staff awareness and encourage the reporting of actual or potential health and safety problems to the appropriate person <p>Reactive checks</p> <ul style="list-style-type: none"> • Investigate all reported problems • Document findings and take necessary actions to rectify/remove problems
<p>Person responsible for investigating accidents, actual or potential risks and act on findings to prevent recurrence</p>	<p>Mr G Wyman Mrs C Jones</p>

Emergency procedures – fire and evacuation

<p>Person responsible for ensuring the fire risk assessment is undertaken and implemented</p>	<p>Mr G Wyman</p>
<p>Escape routes are checked every month by:</p>	<p>Mr G Wyman Mr J Wyman</p>
<p>Fire extinguishers are maintained and checked annually by:</p>	<p>Mr G Wyman Newflame – Peterborough</p>
<p>Alarms are tested every Saturday by:</p>	<p>Mr G Wyman Mr J Wyman</p>
<p>Emergency evacuation will be tested termly or on the request of the Headmistress</p>	<p>Mr G Wyman</p>



School Transport

School staff can drive the school mini bus without a special licence as long as this has the permission of the Principals and as long as the following conditions are met:

- The staff member obtained their driving licence before January 1997; or
- The staff member obtained their driving licence later, but has held it for at least 2 years and is not being paid to drive the minibus and the minibus weighs no more than 3.5 tonnes and is not used for hire or reward.

Person responsible for the safety/maintenance of school transport	Mr G Wyman
Person(s) responsible for advising pupils on appropriate behaviour etc when travelling on school transport	Mr G Wyman Mr J Wyman Mrs C Jones Staff accompanying pupils on school trips
Person responsible for ensuring that those driving school minibuses have the appropriate licences/insurance cover/training	Mr G Wyman

Working with VDU/DSC

Person responsible for carrying out workstation assessments which will include: <ul style="list-style-type: none"> • equipment, furniture, and the work environment • the job being done • any special needs of the individual 	Mr G Wyman Mr O Moore (Pupils - IT Teacher)
Person to whom health and safety issues should be reported	Mr G Wyman
Where risks are identified who will implement the measures taken to reduce them	Mr G Wyman Mr O Moore



Managing Asbestos

(Reference to Managing Asbestos in your school February 2017)

Working at height

(HSE Working at height 2014)

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. Staff and pupils at Kirkstone House are not permitted to use ladders or to undertake any activity at height.

Work, if at all possible is done from the ground. Work at height is always carried out by the Proprietor or contractors and is properly planned and supervised. Only people with sufficient skills, knowledge and experience are employed to perform a task at height.

The following are all requirements that the School considers when planning and undertaking work at height:

- weather conditions that could compromise the safety of the worker are taken into account;
- the place at which people will work at height is first checked, e.g. the roof;
- exclusion zones will be established before work at height commences to avoid any injury from falling debris;
- materials and objects will be safely stored so that they won't collapse or cause injury if disturbed;
- there is a set emergency procedure
- correct equipment is used and HSE guidance is followed on the safe use of ladders and step ladders.

Employees have general legal duties to take reasonable care of themselves and others who may be affected by their actions and to co-operate with their employer to enable their health and safety requirements to be complied with.

For an employee, the laws say that:

- any identified hazards noticed must be reported to their employer
- equipment and safety devices supplied to them must be used in accordance with training and instructions (unless they think that would be unsafe, in which case they should seek further instructions before continuing).



Managing Contractors

This part of the Health and Safety policy sets out the procedures to ensure that the School will undertake to ensure compliance with the relevant legislation with regard to the use of contractors on the School premises to the benefit of all pupils and staff, and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

We must ensure that contractors who carry out work on the School premises do so in a way that does not create risks for pupils, staff, visitors or contractors. Reactive and emergency maintenance and repairs cannot be pre-planned but every effort will be taken to ensure they are carried out safely. As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. At the time of writing, the relevant legislation is: i. Health and Safety at Work Act 1974. ii. Electricity at Work Regulations 1989. iii. Workplace (Health, Safety and Welfare) Regulations 1992 iv. Personal Protective Equipment at Work Regulations 1992. v. Provision and Use of Work Equipment Regulations 1998. vi. Gas Safety (Installation and Use) Regulations 1998. vii. Management of Health & Safety at Work Regulations 1999. viii. Work at Height Regulations 2005. ix. Control of Asbestos Regulations 2006. x. Construction (Design and Management) Regulations 2016. xi. Keeping Children Safe in Education 2016.

Further guidance is obtained via the Health and Safety Executive – www.hse.gov.uk

Definition of Contractor

A contractor is any person not employed or managed by the School and who has the freedom to plan how they will carry out the work they are contracted to do. This includes the full range of contractors, sub-contractors and consultants.

Works undertaken by contractors can be risky because they have to be carried out on site and in situations which are unfamiliar to those contractors. Accidents and incidents can occur if contractors do not know about the hazards on site, and the employees on that site do not know the demarcation lines between what the contractors are doing and they themselves should be doing. These problems can be avoided if the work is properly assessed and managed.

This is a whole school policy which also applies to all aspects of the School including EYFS.

Unforeseeable circumstances may make it necessary to change detailed arrangements when the work is under way. This will always be done by the Proprietor of the School, Mr G. Wyman Manager and the health and safety implications of any changes will be taken into account.

Selecting Contractors

For major works, and where possible for maintenance and minor works, the School will use reputable contractors recommended by architects or surveyors or those which the School has used previously and with whom there is a good relationship and knowledge of the site.



Management and Responsibilities

Frequent communication between the contractor and the School is the key to a low-risk and efficient project. The Proprietor is responsible for ensuring that:

- A Risk Assessment is carried out.
- Pupils, staff and visitors are safe and do not interfere with the contractor's legitimate activities during work in occupied premises. However unless in the case of an emergency, all work will be carried out by contractors in out of school hours, ie holidays
- Pupils and staff are clearly informed of areas that they may not enter.
- Contractors are safe and operate in a safe method, using suitable risk assessed safe systems of work. This is a legal obligation.
- The Proprietor completes and reviews the Contractors on-site checklist with the Contractor.
- All people are protected from harm caused by work activities. Therefore, the Proprietor will advise the contractor through the appropriate channels, about any hazard which arises as a result of the contractor's operations.
- The school's insurance covers the activity.
- The main contractor is responsible for: the health and safety, induction and checking safeguarding and ID of all personnel on their site.
- All employees, as well as employers, have a general duty under the Health and Safety at Work etc. Act 1974 to have due regard for their own and other's health and safety, ensuring that maintenance and building work is carried out in a safe manner and with the minimum of risk.
- Children should not be allowed in areas where contractors are working, not least for health and safety reasons, so these workers should have no contact with children. However, it may be impossible to control this and there may be occasions when contractors do come into contact with children (such as when entering or leaving the site). The School will therefore ensure arrangements are in place to ensure that these workers are DBS-checked by the contractor in the same way as school employees (in accordance with KCSIE September 2016).

Major development work

Major development work includes new buildings, extensions and significant refurbishment. In this instance, the entire site/building, or part of it, defined by a temporary screen or fence is screened off. Major development work will only be carried out when staff and pupils are on holiday and the site is closed to any member of the public.

Reporting Injuries and Accidents

Serious work-related injuries to a member of staff or pupil must, by law, be recorded and reported. The Proprietors of the School are responsible for this, but staff may be asked to prepare a report. We will report:

- deaths
- major injuries
- over 3 day injuries - where an employee is away from work or unable to perform their normal duties for more than 3 consecutive days
- where there is an accident connected to the work activity which causes injury to pupils, members of the public not at work and they are taken from the scene of an accident to hospital
- specified dangerous occurrences where something happens that does not result in an injury, but could have done.



This is in line with the requirements found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Policy Review

This policy will be regularly reviewed as an ongoing working document by the Principals and the Headteacher and if necessary revised in response to any change in legislation, the identification of any additional risks or specific professional advice on an annual basis or more frequently if required.

Links with other Policies

First Aid Policy (and Appendices)
Fire Safety Policy
Educational Visits Policy
Safeguarding Policy
Missing Pupil Policy
Business Continuity Plan

Signed

(Principals: Mrs B K Wyman, Mr G Wyman, Mr J Wyman)

Authorised by

Mrs Corinne Jones
Headmistress

Dated

1st September 2017

Date of next review

1st September 2018