



the *King's* school

specialising in maths and computing

Health and Safety Policy

Governor Committee: Health & Safety

HEALTH AND SAFETY POLICY

Health and Safety General Statement of Intent

The Governing Body of The King's School regards the promotion of health and safety at work to be of the utmost importance for students, employees and visitors.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to members of staff by protecting individuals from hazards at work.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of school activity.
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that members of staff are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities.
- Periodic review of the safety policy as school activities and the associated risks change.
- Ensuring joint consultation and participation in improving health, safety and welfare standards between the Senior Leadership Team, staff and students through the Health and Safety Committee and other such bodies as may be appropriate.
- Complying with the requirements of health and safety legislation, approved codes of practice and other formal guidance documentation.
- Ensuring that health and safety factors are taken into account when new equipment, substances and processes are introduced and when changes to existing accommodation are planned.
- Monitoring the effectiveness of the School's Health and Safety Policy via annual audits, regular workplace inspections and ad-hoc reviews of identified hazards.
- Ensuring that all existing and new staff are provided with a current copy of the Health and Safety Policy.
- That appropriate extracts are made available to students by including relevant information in student planners and covering in the PDC curriculum.

All members of staff employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- Complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions;
- Reporting to the School Business Manager any incident that has led, or could have led, to damage or injury;
- Assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

In line with the safety organisation set out in this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

Scope

This extends to students, employees, volunteers, visitors and contractors whether it is for pursuance of their employment or other activities. The policy also extends to contractors working within the school.

Context

This Health and Safety Policy should be read in conjunction with the related Health and Safety Policy and Procedural documents set out in Appendix A

This Health and Safety Policy should be considered within the framework of the Health and Safety at Work Act (1974), other statutory instruments and approved codes of practice.

School Safety Organisation

Objectives

The objectives of the The King's School Health and Safety Policy are to:

- Promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act (1974), other statutory instruments and approved codes of practice;
- Ensure that places and Risk Assessment Method Statements (RAMS) are safe and healthy through the arrangements set out in this document and others that are adopted from time to time as appropriate to changing circumstances;
- Protect members of staff, whether they be employees, students, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards;
- Ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable;
- Ensure a safe and healthy working environment for all members of staff and that there are sufficient facilities and arrangements for their welfare;
- Ensure that awareness with regard to all aspects of safety is fostered by all members of staff;
- Ensure members of staff are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety;
- Ensure that full and effective consultation on all matters is encouraged.

General Organisation

As the employer, the Pontefract Academies Trust has ultimate responsibility for Health and Safety.

The Governing Body has responsibility under the relevant legislation for ensuring that there is due regard to matters of health and safety matters within the School.

The overall responsibility for all aspects of health and safety at work within The King's School rests with the Governing Body through the safety organisation objectives set out in the Health, Safety and Environment Policy.

The Headteacher has overall responsibility for the effective implementation of the Health and Safety Policy and for encouraging staff to implement health and safety arrangements. The Headteacher has primary responsibility for ensuring that the school meets the objectives set out in this policy.

The Governing Body has delegated the Facilities, Health & Safety Manager to act as the Competent Person acting as adviser to the Headteacher and Business Manager on health, safety and welfare issues and ensuring that the objectives of the policy are achieved in practice.

Middle Managers, Team Leaders, Area Co-ordinators and all staff are responsible for the detailed adoption of the safety policy in their respective workplaces and ensuring in particular that they and the students follow a safe and environmentally conscious approach to their work and studies.

Consultation

Consultation with employee union representatives will take place through the School's Health and Safety Committee and through the School's normal communication channels and team structures.

Resources

The Headteacher is responsible for ensuring that adequate financial and other resources are allocated to the management of health and safety from the overall School budget allocation. The Business Manager will advise the Headteacher as to appropriate annual requirements and any unplanned ad-hoc resources needs.

Training

The School will ensure that all staff and students are provided with adequate Health and Safety training. This will include induction training for individuals when they join the organisation and specialist training when there are changes in working procedures, equipment and environment and refresher training as is appropriate.

ROLES AND RESPONSIBILITIES

Pontefract Academies Trust

As the employer, the Pontefract Academies Trust has ultimate responsibility for Health and Safety.

The Governing Body

- The Governing Body is responsible for health and safety issues and shall ensure that there is an effective policy for health and safety issues for all the School activities.
- The Governing Body will ensure that the objectives set out in the Health and Safety Policy are achieved.
- It will give full support to this policy and to any persons implementing it.
- It will ensure that necessary resources are made available.

Health and Safety Sub Committee

The Health and Safety Sub Committee as a whole, or through individual members, monitors health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory. This forum is utilised as a platform for union consultation and the main functions of the Committee will be to:

- Satisfy the statutory function within current legislation.
- To monitor the implementation of the School's Health and Safety Policy and resulting strategies, plans and action programmes.
- To take a lead role in the active promotion of a safety conscious environment and ensure the adequacy of related publicity and communications.
- To keep under review health and safety policies and procedures and advise the Governors and the Senior Leadership Team from time to time of beneficial changes.
- To consider new safety legislation/guidance and assist in its dissemination.
- To consider reports received from external regulatory/advisory bodies.
- To receive reports on reportable and non-reportable accidents and first aid trends.
- To receive reports on the results of formal safety inspections.
- To consider training requirements and promote suitable training programmes.

The Headteacher

- Has overall responsibility, on behalf of the Governing Body, to ensure, so far as is reasonably practicable, that the requirements of health and safety legislation and the School's Health and Safety Policy are implemented, adhered to and complied with.
- Has primary responsibility for ensuring that the school meets the objectives set out in this policy.
- Will ensure that responsibility for safety is properly assigned and accepted at all levels, as indicated in the School's Management Structure.

The Senior Leadership Team

Members of the Senior Leadership Team will:

- Ensure that the various health and safety functions within the School form an integral and effective part of operational management.
- Ensure that they are directly responsible for the establishment of effective health and safety arrangements within the areas, for which they have responsibility and will delegate such responsibilities to nominated Middle Leaders, as appropriate.
- Be responsible for preparing written health and safety procedures for their departments, in accordance with the School's Health and Safety Policy.
- Ensure, so far as is reasonably practicable, that the School's Health and Safety Policy, required legislation and Approved Codes of Practice are incorporated into all departmental health, safety and environmental procedures are understood and adhered to at all times.
- Working in partnership with the Facilities, Health & Safety Manager ensure that all statutory tests and examinations of plant and equipment acquired by them, and under the control of their respective departments are carried out, as and when required, and adequate records are maintained for such tests.
- Ensure that accidents and dangerous occurrences are investigated and that reports are completed and submitted promptly to the Business Manager within 3 days enabling a review of any CCTV footage.
- Ensure, so far as is reasonably practicable, that all persons who come under their control receive the necessary information, instruction, training and supervision to avoid risk to their health and safety.

- Ensure, so far as is reasonably practicable, that the resources made available are deployed to meet the health and safety requirements of their area of control.

Subject Team Leaders will

- Be responsible for the detailed adoption of the School's Health and Safety Policy within their area of control.
- Ensure that Subject Tutors are aware of their health and safety responsibilities for designated staff and students.
- Ensure that relevant staff training and support is provided.
- Ensure that health and safety procedures are published for all staff and students within their area of control.
- Ensure that safe working practices are at all times maintained to ensure the health and safety of employees, students and members of the public who may be affected thereby.
- Ensure that adequate supervision is made available.
- Ensure that all appropriate statutory law, regulations and approved codes of practices are strictly adhered to.
- Ensure that any matters brought to their attention by safety representatives are given proper attention.
- Ensure that all persons reporting to them are carrying out their responsibilities as defined by regular auditing of the workplace.
- Ensure that specialist advice is sought on any health and safety issue for which clarification or assistance is required.
- Advise the Business Manager of the resources required and make adequate arrangements.
- Be responsible for designated areas of the School and the formal identification of hazards including the completion of Risk Assessments as required under current legislation.
- Monitor environmental matters and deal with ad-hoc hazard situations.
- Ensure that substances used in the area are handled and stored in a safe manner and that curriculum related equipment is maintained, and tested as required.
- Assist in regular health and safety inspections where requested.
- Ensure that accidents occurring within their areas are investigated and reported to the appropriate Manager within 3 working days.
- Ensure that defective equipment or plant is reported to the Facilities, Health & Safety Manager and taken out of use until repaired or replaced.
- Ensure that areas of work are maintained to a high standard of good house-keeping.
- Ensure that all fire escape doors and alarms in their area are at all times kept clear of obstruction and that fire exits can be readily opened from the inside.
- Ensure that the correct protective clothing or equipment is issued and used when necessary.
- Ensure that any matters brought to their attention by a safety representative receives prompt and appropriate action.
- Ensure that no plant, equipment or process under their control pollutes the atmosphere.
- Draw to the attention of their SLT link any breach of statutory Regulations or unsafe practice, which cannot be dealt with by them.

Technicians Will

- Assist the Subject Team Leader (STLs) in achieving their health and safety objectives.
- The Facilities, Health & Safety Manager will support STLs to develop and maintain up-to-date Risk Assessments.
- Assist tutors in ensuring that study/work areas and equipment are maintained and in a safe condition at all times.

The Business Manager

The Headteacher has delegated the Business Manager to be responsible for ensuring that the objectives of the Health and Safety Policy are achieved in practice and shall support and advise the Health and Safety Committee.

The Business Manager is responsible to the Headteacher for:

- Advising the Governing Body, Headteacher and all other parties on health and safety matters.
- Ensuring that the Facilities, Health & Safety Manager organises inspections on School premises to identify unsafe plant, unsafe working conditions, unsafe fire practices and fire hazards, reporting upon the results of such inspections and making recommendations for remedying any defects.
- Ensuring that reportable accidents, dangerous occurrences and diseases are reported to the HSE and maintain adequate internal records as specified.
- Facilitating the investigation of causes of accidents and the circumstances leading to them, compiling the necessary reports and giving advice to prevent recurrences.
- Facilitating consultations with employees and encouraging their involvement and participation in measures to improve health and safety by means of the Health and Safety Committee, personal contacts etc.
- Recommending training programmes to develop safety consciousness at all levels, in conjunction with other agencies.
- Ensuring budgetary provision for approved types of Personal Protective Equipment identified as a Control Measure within a Risk Assessment.
- Communicating with external bodies and agencies on health and safety matters.
- Supporting and advising the Health and Safety Committee Meetings.
- Assisting in the identification and fulfilment of staff Health and Safety training needs.
- Ensuring the inclusion of relevant health and safety responsibilities in staff job descriptions.
- Identifying and communicating instances of staff absenteeism that require to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- Leading on policy development in relation to Health and Safety issues.

The Facilities, Health & Safety Manager

The Facilities, Health & Safety Manager assumes the role of the Competent Person acting as adviser to the Headteacher and Business Manager on health, safety and welfare issues and is responsible for:

- Assuming day to day operational management of all health and safety issues.
- Organising inspections and servicing contracts to ensure compliance with statutory monitoring requirements.
- Advising on compliance on all health and safety related legislation.
- Ensuring all health and safety and risk assessments are maintained at all times.
- Supporting the Business Manager to investigate Accident, Incidents and Near Misses by undertaking investigations and Risk Assessments;
- Supporting the Business Manager to undertake the investigation of causes of accidents and the circumstances leading to them, compiling the necessary risk assessments and other supporting documents.
- The maintenance of non-curriculum based work equipment.
- Ensuring compliance with TKS Management of Contractors Policy.
- Promoting to all site staff the importance of a safe working environment and compliance with policies and procedures.
- Controlling and assessing the risks of transport movement around the School site.

First Aid and Safety Support Assistant will:

- Organise and monitor the provision of first aid cover at the School site.
- Ensuring adequate trained first aid cover across all the School site at all times.
- Complete the Accident, Incident or Near Miss Report Form within 3 days providing the necessary support to colleagues to aid completion of the form. For any accident, incident or near miss that presents a significant risk to health, safety and welfare of users of the building and site this should be reported immediately.
- Liaise with the Business Manager regarding the Accident, Incident or Near Miss Report Form and a decision will be made as to whether the Accident, Incident or Near Miss is reportable to RIDDOR;
- Submit the completed Accident, Incident or Near Miss form to the School Business Manager;
- Prepare a written report for all Health and Safety meetings outlining all reportable accidents, incidents and near misses.
- Be responsible for the provision and maintenance of first aid boxes, equipment and the first aid room.
- Co-ordinate the recording and reporting of all first aid accidents.

Middle Leaders / Form Tutors

Will ensure:

- That the workplace, equipment and environment in which they and their staff work are maintained in a safe state at all times.
- That workplace hazards are clearly identified and that associated risks are formally assessed and kept under review.
- That they and all staff reporting to them know and accept their health and safety responsibilities and have received the necessary instruction, information and training to carry out their responsibilities competently.
- That they are aware of particular Regulations and guidance relating to their area of operation.
- Will play a lead role in ensuring that students are aware of any identified hazards in study/work areas and that adequate information, instruction, training and supervision is provided to ensure the safe handling of substances and equipment.
- Will be responsible for the health and safety of students including risk assessment in classroom and teaching situations, ensuring that unsafe practices or behaviour are not allowed.
- When teaching is undertaken in premises not under the management of The King's School, the owners of the premises concerned have the prime responsibility for providing a safe environment and equipment. Tutors in these situations should however satisfy themselves as to the safety aspects of their environment and will remain responsible for the adequate training and supervision of students. Any concerns about safety issues should be immediately reported to the owners of the premises and their own Line Manager.

Work Experience Placement Officer

Shall ensure that:

- Employers with whom students are to be placed are vetted prior to the placement by a suitably qualified Institution of Occupational Safety and Health (IOSH) person to ensure a safe place of learning exists.
- Employers with whom students are to be placed have adequate health and safety procedures in place and have appropriate employers liability insurance which covers our work placement students. They should be included on the shared Approved placements

list currently managed by Crofton School. If this is not the case they will require an IOSH vetting.

- Adequate training and supervision of placement students together with the provision of protective clothing/equipment if required.
- Accidents or safety related incidents relating to students are acted upon and reported to the School where required.

All School Employees and Students

Employees and students have a responsibility to **ensure that they act with all reasonable care with regard to the health and safety** of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the Competent Person, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.

All employees are expected to be conversant with the policy and assist in its implementation within their sphere of influence.

Contractors

It is the responsibility of contractors and their employees to read and comply with The King's School Health and Safety Policy and the Management of Contractors Policy.

Staff Safety Representatives

The School wishes to actively encourage the appointment of employee safety representatives. The function of Safety Representatives will be to:

- Communicate relevant updates to their members;
- Assist the Business Manager and Facilities, Health & Safety Manager to investigate the causes of any reportable accidents, hazards, dangerous occurrences and reportable diseases affecting their union members in the School as required.
- Investigate health, safety and welfare complaints from School staff as required.
- Where appropriate, report to Health and Safety Committee.
- Assist in the conduct of regular workplace inspections as required.

Specific Health and Safety Arrangements

The safety arrangements set out below are for the information, guidance and compliance of all employees, visitors, student and contractors in The King's School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act (1974) and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all members of staff to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk.

These can be summarised as:

- Providing and maintaining safe equipment and safe systems of work;
- Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles;

- Providing the necessary information, instruction, training and supervision to ensure all members of staff are aware of their responsibilities for safety;
- Providing safe places of work with safe access to and exit from them;
- Providing a safe and healthy working environment;
- Providing a system for rapidly identifying and remedying hazards ;
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment.

All members of staff have a statutory duty to co-operate in fulfilling the objectives of the governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their head of faculty or area.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Specific arrangements for Health and Safety are set out within the procedural and policy documents listed under Appendix A. These will be added to from time to time as necessary to address new risks.

Policies and Procedures

Policies and procedures are stored in electronic format on the School intranet and web site.

Risk Assessments

Each Area Manager/Middle Manager will ensure risk assessments are carried out and recorded for activities within their areas that have significant risks.

Monitoring of Safety Performance

- The School's safety performance will be reviewed on an annual basis, with any findings and recommendations brought to the attention of the Governors, Headteacher and the Health and Safety Committee. The results of regular workplace and ad-hoc inspections will be reported to the relevant members of staff.
- Safety inspections will be carried out annually and the findings will be reported to the Health and Safety Committee and the Manager of the area inspected.
- Incident statistics will be collated annually and reported to the relevant members of staff.
- The Health and Safety Policy will be reviewed bi-annually or more frequently if governors deem this to be necessary.

Appendix A - Health and Safety Policy and Procedural Associated Documents

- Accidents, Incidents and Near Misses Policy and Procedural documents;
- Asbestos Management Plan, Asbestos Procedure and Policy;
- Management of Contractors Policy;
- Control of Substances Hazardous to Health Policy;
- Educational Visits Policy;
- Portable Appliance Testing Policy and Procedure
- Business Continuity Plan;
- Fire Risk Assessment, Fire Evacuation Procedures and Fire Management Plan;
- Lone Workers Policy
- Legionella Policy;
- Manual Handling Policy;
- Occupational Road Risk
- Risk Management Policy and Procedures;
- Security Policy
- Use of Own Vehicle
- Use of Minibuses
- Working at Heights Policy;
- Working with Display Screen Equipment.