



the *King's* school

specialising in maths and computing

## Health and Safety Policy

## HEALTH AND SAFETY POLICY

### Health and Safety - General Statement of Intent

In line with the Pontefract Academies Trust Health and Safety Policy, 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, visitors and contractors.

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 know where to access 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**

The School Health and Safety Policy applies and expects all employees take reasonable care for their own health and safety and others that can be effected by their acts or omissions. Equally, they have a legal and moral obligation to cooperate with all procedures, equipment and guidance that is provided for their safety and that of others.

All visitors and contractors are equally bound by this policy and must be capable of demonstrating their compliance with the School's desire to provide a safe and secure environment for its employees and students.

### **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**

Although health and safety within the School is a collective responsibility, this policy recognises the responsibility that effective and efficient management has towards achieving the School's safety objectives and the requirements set out in the Trust Health and Safety Policy.

The School's Safety Organisation consists of those individuals who promote the high standards expected to comply with the Health and Safety at Work Act 1974 and other associated regulations.

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 this 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.

## **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.
- 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.

### **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 The Trust's Contractors at Work 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.

## **Visitors and Contractors**

The School recognises its responsibility to the safety of both visitors and contractors. Visitors must be escorted at all times and must not be placed at risk when conducting their business in any of the School locations. The School will implement and adhere to the Trust's Contractors at Work Policy to ensure contractors understand the hazards in each location, know the site emergency procedures; have safe and auditable working procedures and do not place themselves or any member of the School at harm.

## **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**

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.

The safety arrangements set out below are for the information, guidance and compliance of all employees, visitors, students and contractors in The King's School. Certain disciplines attract their own regulations that require more detailed procedures and policies and are listed under Appendix A. Policies and procedures are stored in electronic format on the School intranet and web site.

### **Training**

The School recognises that safety training is an integral and important part of its overall safety policy. Co-ordinated training will be provided by the Trust to facilitate the requirements of the arrangements of this policy and continued development of School employees. Induction training will be conducted as early as practicable for all new staff, but staff will be informed immediately of the action to take in the event of an emergency and where to find relevant policies in the short term. A list and frequency of training is at Appendix B to this policy.

### **Consultation**

Employee consultation will be achieved through regular Health and Safety Committee meetings, with the opportunity for the inclusion of Union representation. The School will include health and safety in all team meetings, briefings and training days. Employees and students are encouraged to discuss safety concerns; report accidents and near misses and are invited to contribute to a positive health and safety culture.

### **Risk Assessment**

The Management of Health and Safety at Work Regulations (1999) requires employers to assess the risks to employees and anyone else who might be affected by their undertaking. The purpose is to identify systems, procedures and equipment that could be a hazard to individuals and reduce the potential risk of harm as far as reasonably practicable. Assessments will be conducted by suitably qualified individuals aware of the processes involved. Additional assistance can be sought from The Facilities, Health and Safety Manager. Assessments are to be recorded using the Trusts' Risk Assessment Template at Appendix C, with a register maintained to ensure all significant and foreseeable risks have been assessed. Implemented control measures are to be regularly reviewed to ensure they are still relevant and sufficient (i.e. yearly or post-accident, incident, near miss or change in procedure or process).

The School will conduct specific risk assessments for individuals who require special consideration as a result of their condition or disability. Equally, assessments must be conducted for all educational visits in line with the Schools policy.

## Lone Working

The School acknowledges that there will be times when staff have to work alone. A specific risk assessment will be conducted for each member of staff that could be placed at risk from working alone if they are unaccompanied out of hours or work in an isolated area. The member of staff will be consulted on the findings of the assessment and be informed of the control measures and emergency procedures that are to be implemented.

## Fire

The School will implement preventative measures against fire to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end a no-smoking policy is in operation across The School.

In line with the Regulatory Reform (Fire Safety) Order 2005, the School will:

- Ensure physical measures including fire doors, smoke detectors, alarm systems and firefighting equipment are inspected and tested at the required intervals.
- All detection equipment will be tested by a competent contractor every 6 months, with fire extinguishers being checked and maintained every 12 months. Appointed School staff are to conduct regular checks of systems and equipment and report faults immediately. Records of checks are to be retained for further audit.
- Detailed information about fire evacuation procedures will be provided to regular and temporary members of staff. Details about fire evacuation will be displayed in all rooms. All staff are to familiarise themselves with such details and establish the quickest route for the rooms that they use.
- Evacuation procedures will be practiced every School term, with records being maintained to highlight lessons learned and recommendations for improvement.

## Accidents, Incidents and Near Misses

The School has a robust procedure for the reporting of accidents, incidents and near misses. Accidents or injuries to any person, including contractors and visitors, should be reported immediately in accordance with the School policy for accidents, incidents and near misses. Information gathering at the earliest opportunity is important to ensure all the facts are captured and additionally assist in improving procedures and control measures. Records must be securely retained for at least 3 years

All major injuries to employees and hospital attendance by members of the public as a result of an accident, also require immediate telephone notification to the Business Manager and Facilities, Health and Safety Manager who will assist in the investigation process and further report to the HSE (RIDDOR) if required. Such injuries to students require parent notification.

## First Aid

The Health and Safety (First Aid) Regulations 1981 sets out the essential aspects of first aid that employers have to address. The School has a legal duty to make sufficient and suitable arrangements to ensure that employees and students receive immediate attention if they are injured or taken ill. Sufficient First Aiders will be trained to immediately deal with incidents, with procedures in place to contact the Emergency Services (ambulance) if required.

The training of First Aiders will be conducted by assessing the risk and need across the School to ensure sufficient trained individuals are always available. A list of trained individuals will be displayed in prominent areas across the School. First-aid boxes are to be regularly checked and replenished as necessary.

### **Electrical Safety**

The Electricity at work Regulations 1989 categorises electricity in the workplace in two ways.

- **Fixed Electrical Systems** - those that are embedded into the structure of the building and provide power to portable or permanently sited equipment. The School will ensure the electrical systems are tested every 5 years by a qualified electrician, with test certificates being received stating that the circuits are safe to use.
- **Portable Appliances** - those that are plugged or wired into the fixed electrical system and are subject to regular inspections. The inspection intervals vary dependant on the equipment and its use. Testing and inspection must be conducted by a qualified and competent person. All equipment will be checked on a regular basis by all members of the School to check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops and worn cables. Records are to be maintained detailing the frequency and checks conducted on each item.

### **Gas Safety**

The School will comply with the Gas Safe (Installation and Use Regulations) 1998 to ensure that any gas appliance and associated pipework and installation is maintained in a safe condition. Suitably appointed and qualified contractors will be appointed to conduct gas checks at regular intervals. Records are to be retained by the Facilities, Health and Safety Manager). Staff are encouraged to report the smell of gas or faults to the Facilities Team.

### **Asbestos**

Historically, Asbestos was frequently used as a building material and it is common place in the construction of public buildings that were built before the year 2000. The Control of Asbestos Regulations 2012, places a legal duty on all employers to manage Asbestos in those buildings where Asbestos Containing Materials (ACMs) maybe present. This involves conducting surveys to identify all ACMs; manage and consult all individuals who may come into contact with an ACM and conduct awareness training where applicable.

The School, acknowledges the health risk to all staff, students, visitors and contractors and will strictly control any activity that could result in a disturbance of an ACM. The Headteacher is the duty holder for Asbestos management and will ensure that:

- An Asbestos survey is conducted every year to initially establish the hazards that are present and then continue to monitor the condition across the buildings.
- An Asbestos Management Plan is in place and regular reviews are made to control or remove known ACMs.
- A survey is conducted prior to any significant refurbishment or demolition work.

- Staff are effectively briefed on the hazards and location of any ACM. Equally, staff should be made aware of the procedures to be adopted in the result of an ACM disturbance and be encouraged to report any possible breach in the restrictions placed on the School.

In the event that an ACM is disturbed, The Business Manager and Facilities, Health and Safety Manager must be immediately informed and specialist advice will be sought. The incident will be controlled by restricting access

### **Legionella**

Legionnaires disease is a pneumonia infection of the lungs and is contracted by inhaling water droplets contaminated with the legionella bacteria. It can be found within public buildings in water tanks, cooling towers and air conditioning vents. For this reason, water systems will be checked on a regular basis. The School will ensure a Legionella Risk Assessment is conducted every two years to identify potential hazards. Routine checks will be conducted by the Facilities Team to identify possible infections and record findings in the Legionella file. Suitably qualified contractors will be commissioned to clean and maintain the equipment and establish registers for future audit.

The Facilities Team staff are to attend Legionella training every two years to remain current with the changes in legislation and good practice.

### **Lifting Operations and Lifting Equipment Regulations (LOLER)**

LOLER applies to all lifting equipment and lifting operations. This includes equipment used to lift items to a different height to ease manual handling or passenger lifts from one floor to another. Each have their own differences, but both place a duty on the employer to test and inspect items at certain intervals and frequencies. Both operations can fail due to a lack of maintenance and equally both can be dangerous if used incorrectly. The School will identify all lifting operations; conduct specific risk assessments and put in place suitable and sufficient maintenance and testing procedures.

### **Control of Substances Hazardous to Health (COSHH) 2002**

The Control of Substances Hazardous to Health Regulations 2002, often known as the “COSHH” Regulations, requires the School to ensure that substances which can harm employees and others are stored, moved and used or handled in a manner which is safe and without risk to anyone’s health. The School will comply by:

- Identifying hazardous substances and assessing the nature of their hazards and the associated likelihood and severity of harm.
- Providing suitable precautions to protect persons against the hazards.
- Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance and a COSHH assessment produced when necessary.
- Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

In some cases, exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by the regulations, such appliances will be tested and examined at the required intervals.

### **Display Screen Equipment Regulations 1992**

Under the Health and Safety Display Screen Equipment Regulations 1992 the School has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to students, the School will aim as far as reasonably practicable to provide students who use VDU's with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

### **Manual Handling**

There will be occasions where items/equipment has to be moved. Where this is a regular occurrence, risk assessments must be conducted in accordance with the Manual Handling Operations Regulations 1992. This will highlight correct procedures; set in place control measures and additionally identify manual handling equipment that will negate lifting. Training will be provided to all individuals who could be at risk.

### **Working at Height**

The School recognises and accepts its responsibilities under the Working at Height Regulations 2005. It is common place for maintenance to be conducted at height within either classrooms or externally around the buildings. Working at height is classified by a height at which a person could fall and injure themselves. Sufficient information and training will be given to those who must work at height and minimise the risk where possible by eliminating the necessity or providing equipment that will reduce the height of the fall. Those working at height must:

- Plan and organise the work, using only tested and suitable equipment.
- Be supervised to ensure ladders are footed and secure.
- Conduct work in a manner that is safe, so far as is reasonably practicable and avoid fragile roof coverings where possible.
- Know the emergency and first aid procedures in the case of an incident.
- Conduct work when weather conditions do not jeopardise the health and safety of persons involved in the work.

### **Provision and Use of Work Equipment Regulations (PUWER) 1998**

The Provision and Use of Work Equipment Regulations (PUWER) 1998 places a duty on employers and employees to ensure that equipment used at work is designed, purchased and maintained correctly so as to not produce a safety issue when used, serviced or cleaned. This regulation relates to equipment being constructed with safe operation in mind (guards on machines); staff trained to use equipment correctly and safe systems of work put in place to prevent incident or injury.

Only equipment purchased from reliable sources and CE marked are to be used in the School. All employees are to ensure that they use the equipment for its intended purpose and do not use

items that are deemed unserviceable or unsafe. Equally, employees are discouraged from using equipment from home, as this may not satisfy the safety standards required.

### **Contractors**

The School will fully comply with the Trust's Contractors at Work Policy. Contractors will have their own inherent hazards and risks which may not have been considered by those responsible for Health and Safety. This policy has been designed to bring both the School and Contractors together to ensure a safe working and learning environment is maintained. Communication and consultation will ensure all hazards have been identified; risk assessments and method statements (RAMS) have been shared and agreed and concerns are identified at the earliest possible stage. Equally, the School policies; Asbestos information and specific procedures must also be shared to ensure the contractor is aware of any restrictions or limitations. Whilst on site, contractors are to be controlled at all times and separated from students and other employees if possible. Where necessary, contractors may have to be DBS checked to conduct their roles.

### **Personal Protective Equipment (PPE)**

The School recognises the requirement for the use of PPE as a result of a risk assessment. Necessary equipment will be provided free of charge, to all individuals where control measures stipulate its use. Employees must maintain, store and use PPE responsibly and for the purpose that it has been designed.

### **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 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;
- Contractors at Work 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.

## **Appendix B - Health and Safety Training**

The School will ensure the following training is provided to employees.

### **Health and Safety Inductions - All new employees**

Inductions for all employees will include (but not restricted to) information on:

- The location of the Health and Safety Law Poster
- Health and safety responsibilities outlined in their job description
- How they can access health and safety policies and information
- How they are able to raise any concerns or issues they may have in regards to health and safety matters
- First Aid Provision - Location of first aid boxes, names of first aiders
- Accident/Incident and Near Miss reporting - location of accident/incident/near miss forms, reporting procedures
- Fire and Emergency procedures - what to do in an emergency, what does the fire alarm sound like eg. continuous or intermittent sound; a walk around the fire escape routes, final fire exit doors and route(s); location of assembly points
- Welfare facilities - eating, drinking and rest arrangements, toilet facilities
- Personal Protective Equipment (PPE) - relevant to their job, who is responsible for ordering PPE, and how PPE is safely stored
- Read and sign all risk assessments/safe systems of work that are relevant to their normal tasks.

On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with and understand the information provided.

### **Health and Safety Training - All Employees**

Mandatory training will be supplied to all staff as early as practicable following the start of their employment. This includes:

- Fire awareness
- COSHH awareness
- Manual handling
- Working at height (eg. ladder, stepladders)
- Accidents, Incidents and Near misses
- Display Screen Equipment Assessment
- Health and Safety at Work

In the case of an employee who was employed before the above mandatory Health and Safety requirements have been adopted, their training must be undertaken within eight weeks from the effective date of this policy (unless there are extenuating circumstances). Refresher training will be undertaken annually thereafter.

### **Designated First Aiders**

The School will ensure that an adequate number of designated first aiders are maintained, with refresher training being undertaken within 3 years to remain qualified. Additional staff will be offered the opportunity to undertake first aid training to raise the awareness and response to a first aid incident.

### **Designated Fire Marshals**

The School will ensure an adequate number of fire marshals have been trained and understand their roles in the event of an incident. Refresher training will be undertaken annually for each designated fire marshal.

### **Accredited Managing Safely**

The Trust will make arrangements for ensuring that the following employees/ trustees/school governors throughout the Trust will complete Accredited Management Safely Training early as practicable following the start of their employment/appointment (or from the effective date of this policy):

- Headteacher/Deputy Headteacher/Head of School
- Business Manager
- Premises/Site Manager/Caretaker
- Designated Trustee (H&S responsibility)
- Designated School Governor (H&S responsibility)
- Designated Work Experience Leads

### **Asbestos Management Training**

The Trust will make arrangements for ensuring that the following employees throughout the Trust will complete Asbestos Management Training early as practicable following their start of their employment/appointment (or from the effective date of this policy). Training will be refreshed on a three year cycle or sooner:

- Competent Person(s)
- Person responsible for Asbestos register at each site
- Headteacher
- Business Manager

### **Asbestos Awareness Training**

The Trust will make arrangements for ensuring that the following employees/ trustees /school governors throughout the Trust will complete asbestos awareness training early as practicable following the start of their employment/appointment (or from the effective date of this policy). Training will be refreshed on three year cycle or sooner:

- Business/Premises/Site Manager/Caretaker/Cleaners
- Designated Trustee (with H&S responsibility)
- School Governor (with H&S responsibility)

### **Legionella Training**

The Trust will make arrangements for ensuring that the following employees throughout the Trust will complete Legionella Management Training early as practicable following the start of their employment/appointment (or from the effective date of this policy):

- Facilities Health and Safety Manager
- Premises/Site Manager/Caretaker

**APPENDIX C: RISK ASSESSMENT TEMPLATE**

**Risk Assessment**

**The King's School**

<b>Risk Assessment for:</b>		<b>Generic / Specific*</b>	
<b>Assessment by:</b>	<b>Date:</b>	<b>Review Date Due:</b>	

Hazard	Who might be harmed?				Risk	Current Control Measures	Score			What if any further control measures are required	Action Reference	Revised Score following additional Control Measures			Date Completed
	Employee	Student	Visitor	Public			Likelihood	Severity	Score (LXS)			Likelihood	Severity	Score	

**Notes:**

Specific\* = Young Person, new or expectant mother, physical or other condition that may increase personal risk – In these circumstances a specific assessment is required

Scores: Likelihood – 1-Very unlikely, 2-Possible,3-Probable.

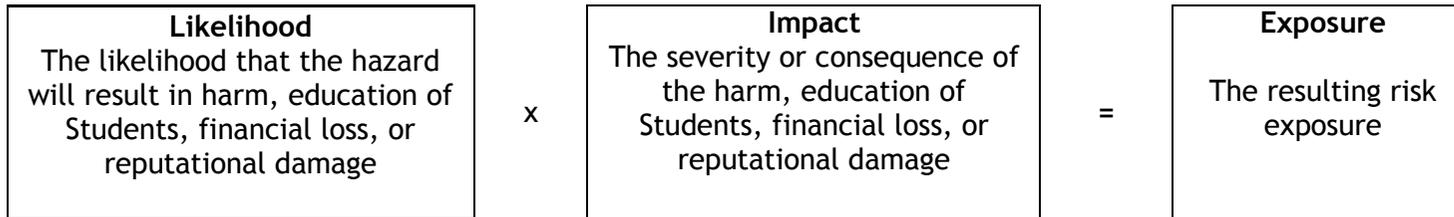
Severity: 1 Minor (eg. cut/graze); 2 Medium (eg. deep cut, sprained ankle); 3 High (eg. disability or fatality)

Score 1-3 Low, 4-6 (tolerable) Medium, 7-9 (should be reduced to a tolerable level within agreed time frame, High (stop until immediate controls in place)

Action Ref. No.	Remedial action/ Improvement/ Control	Person responsible	Date action due completion	Action taken	Date completed	Signed off

## Risk Rating

Risk rating is a formula used to prioritise hazards and risk to ensure that the most serious are dealt with first:



The risk rating chart shows this formula applied in diagrammatic format:

	High (3)	Medium (3)	High (6)	Unacceptable (9)
Likelihood	Medium (2)	Low (2)	Medium (4)	High (6)
	Low (1)	Trivial (1)	Low (2)	Medium (3)
		Low (1)	Medium (2)	High (3)
		<b>Impact</b>		