



# Heathfield Knoll School

## Health and Safety Policy

This policy is supported and complemented by the following policies:

All Policies available to view on Staff Share Drive – Staff Handbook and Policies

- Alcohol and Tobacco
- Drugs and Drug Testing
- Educational Visits (non EYFS)
- Educational Visits (EYFS)
- Emergency Plan
- Fire safety
- First aid
- Food Safety
- ICT Acceptable Use of - Pupils
- ICT Acceptable Use of - Staff
- Induction of new staff
- Kitchen H&S (Catering)
- Lone Working
- Mobile Phone and PED
- Positive Handling
- Risk Assessment
- Safeguarding
- Social Media
- Staff Code of Conduct
- Sun Protection EYFS
- Supervision
- Vehicles
- Whistleblowing

**Key personnel:**

- |                           |                   |
|---------------------------|-------------------|
| • Headmaster              | Lawrence Collins  |
| • Health & Safety Advisor | Julie Onions      |
| • Appointed First Aider   | Teresa Stooksbury |

KSI Schools Group Ltd is the proprietor of Heathfield Knoll School it is their responsibility to ensure that this policy is effective and follows regulatory requirements.

This document is reviewed annually by the Headmaster or as events or legislation change require.

Reviewed July 2020

Updated March 2021

Next review due: July 2021



## Contents

1. THE STATEMENT .....	4
1.1 General Requirements .....	4
2. THE ORGANISATION .....	4
2.1 Employer's Responsibilities.....	4
2.2 Headmaster's Responsibilities .....	5
2.3 Curriculum area leaders / subject area leaders .....	5
2.4 Other teaching, teaching assistant and technician staff .....	6
2.5 The head caretaker .....	6
2.6 The nominated first aider is responsible for:.....	6
2.7 Safety representatives .....	7
2.8 Catering manager is responsible for:.....	7
3. THE ARRANGEMENTS.....	7
3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal .....	7
3.2 Accident reporting, recording and investigation .....	8
3.3 Building Maintenance and Alteration .....	8
3.4 Children and Young People at Work.....	9
3.5 Control of Contractors (management of) .....	9
Contractors (management of asbestos).....	10
Contractors and Visitors on Site.....	10
3.6 Control of substances hazardous to health (COSHH) –including radiation .....	10
3.7 Defect reporting procedures .....	11
3.8 Disabled Persons including Temporarily Disabled .....	11
3.9 Display screen equipment (DSE) .....	11
3.10 Electricity at work.....	11
3.11 Fire Precautions and Emergency Plans.....	12
3.12 First Aid and Medication.....	12
3.13 Food Safety.....	13
3.14 Health and Safety Advise.....	13
3.15 Information dissemination procedure .....	13
3.16 Kiln .....	14
3.17 Lone working and Personal Safety .....	14
3.18 Maintenance/Inspection of equipment.....	14
3.19 Manual handling.....	15
3.20 Minibuses .....	15
3.21 Monitoring Arrangements .....	15
3.22 Noise at Work .....	16
3.23 Offsite and Educational Visits.....	16
3.24 PE equipment.....	16
3.25 Personal Protective Equipment .....	16



3.26 Pond ..... 16

3.27 Pressure Systems ..... 16

3.28 Risk Assessments ..... 17

3.29 Safe Hot Water and Hot Surface Temperatures ..... 17

3.30 Safety Signs ..... 18

3.31 School Security ..... 18

3.32 Slips, Trips and Falls..... 18

3.33 Smoking ..... 19

3.34 Sports pitches / playing fields..... 19

3.35 Staff Consultation..... 19

3.36 Stress and Staff Wellbeing ..... 20

3.37 Training and Development related to Health and Safety ..... 20

3.38 Vehicles on Site/car park arrangements ..... 20

3.39 Vibration ..... 20

3.40 Violence to Staff..... 21

3.41 Water Hygiene ..... 21

3.42 Work experience students..... 21

3.43 Working at Height ..... 21

3.44 Workplace Environment ..... 22

4.Files available in the Main Office..... 22

5. COVID ADDENDUM TO HEALTH AND SAFETY POLICY ..... 22

## 1. THE STATEMENT

### 1.1 General Requirements

KSI Education recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- provide safe systems of work, plant and equipment;
- provide for the safe use, handling, storage and transport of articles and substances;
- provide such information, instruction, training and supervision as is necessary for staff and students to undertake their work safely;
- provide a safe place of work with safe means of access and egress for all persons using the premises;
- provide a safe and healthy working environment with adequate welfare arrangements;
- provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

## 2. THE ORGANISATION

### 2.1 Employer's Responsibilities

KSI Education are responsible for:

- all aspects of health and safety of employees, students and other persons at Heathfield Knoll School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- ensuring that the school's safety policy is implemented monitored and regularly reviewed and revised as necessary.
- monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- monitoring of structural defects that could adversely affect the health and safety of staff, students and other persons.
- ensuring the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- appointing competent principal contractors where building or plant maintenance work is done.
- appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007.
- ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment.

- ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- the adoption of safe working practices by staff and students, and by contractors on site.

## 2.2 Headmaster's Responsibilities

The Headmaster is responsible for:

- The implementation of the school safety policy.
- Advising the Local Governing Board of the need to review the school safety policy.
- The day to day responsibility for health and safety in the school.
- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- Ensuring that staff receives appropriate health and safety training.
- Carrying out an annual safety audit.
- Ensuring that all problems or defects affecting the health and safety of staff, students or other persons in the school are dealt with.
- Notifying the HSE of any serious accidents to students, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- Emergency procedures, including evacuation in case of fire or bomb threats.
- Ensuring that adequate provision is made for the administration of First Aid.
- Ensuring that all legislative updates or new requirements, is brought to the attention of any relevant persons promptly.
- Facilitating the meeting of a school Health and Safety committee, if it is requested by staff, and for attending such meetings.
- Consultation with safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

**2.3 Curriculum area leaders / subject area leaders** are responsible for:

- all matters of health and safety in their area.
- bringing to the notice of the Headmaster (or the Health and Safety Advisor) any problems or defects affecting the health, safety or welfare of staff, students or other persons in their area.
- having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- producing a departmental risk assessment and revising it as necessary.
- ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).

- ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

**2.4 Other teaching, teaching assistant and technician staff** are responsible for:

- ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- reporting any defects or problems affecting the health and safety of themselves, other staff or any other person, through their curriculum or subject area leader to the Headmaster (or the Health and Safety Advisor).
- co-operating with their employer to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

**2.5 The head caretaker** is responsible for:

- Ensuring that he is familiar with and complies with the school safety policy.
- Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- Ensuring that any staff under his direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction. NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- Informing the Headmaster (Health and Safety Advisor as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers etc.).

**2.6 The nominated first aider is responsible for:**

- Recording of accident/incidents requiring first aid treatment
- Maintaining the first aid box(es)

- Controlling and maintaining any other first aid supplies as may be kept separately (defibrillator/emergency evacuation chair)

### **2.7 Safety representatives**

- Safety representatives have the right to:
- Carry out termly inspections of the premises and submit a written report to the Headmaster.
- Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- Represent their membership to the Headmaster (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- Represent the staff / union membership on school safety committees.
- Receive such training as may be necessary for them to perform their duties.

### **2.8 Catering manager is responsible for:**

- Ensuring that she is familiar with and complies with the school safety policy.
- Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- Bringing to the attention of the Headmaster (Health and Safety Advisor) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

**Please see separate Kitchen H&S document and Food Safety Policy (all on staff share)**

## **3. THE ARRANGEMENTS**

### **3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal**

- Heathfield Knoll School shall ensure that the following are implemented and they are adequate enough to ensure health and safety standards are met. The caretakers and cleaners are responsible for ensuring the premises are kept clean and that bins are regularly emptied.
- The cleaners are responsible for ensuring that wet floor signs are clearly visible when floor cleaning is undertaken. Spills are reported to reception and the caretakers are responsible for clearing spills etc. to minimise risks of slips, trips and falls.
- The caretakers are responsible for disposing of glass and other sharp objects in correct containers.
- The caretakers are responsible for snow shifting and icy conditions
- The caretakers are responsible for clearing leaves off pathways with machinery or brushes
- Waste bins are stored in the court yard behind the kitchen area of the main house.
- Lighting tubes are stored on site in bespoke containers for collection. Waste Electric and Electronic Equipment (WEEE) regulations are adhered with.

### 3.2 Accident reporting, recording and investigation

- **All serious accidents that occur on the site should be notified to the Health and Safety Advisor** who will ensure the information is recorded via RIDDOR.
- All minor accidents should be recorded in the school's own minor accident book / safeguard system. Where necessary, parents / guardians or other persons will be notified of the accident.
- If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headmaster / Health and Safety Advisor is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).
- Accident reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a student until they reach the age of 25.

### 3.3 Building Maintenance and Alteration

- When planning maintenance work and minor alterations we schedule the work so far as possible to avoid risks to staff and others who would normally be present in the area. Where an area, includes hazardous equipment or activities either on a permanent or temporary basis, we ensure that physical barriers are utilised including locks and signage where necessary, to prevent access by unauthorised persons.
- If work is likely to compromise an occupied building's fire escape routes or fire protection facilities, and it has been determined that it is safe to continue, we put in place temporary arrangements and provide additional instruction as required to ensure that building users can still use the building safely. Where work is carried out which involves breaking through walls, floors or ceilings, we check whether the work is likely to compromise fire compartments and make repairs with suitable materials to return the structure to the designed level of fire resistance.
- We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015) and the H&S Advisor takes the lead in ensuring that we are compliant. This includes identifying when projects are likely to exceed 30 working days with more than 20 workers on site, or more than 500 person days of construction work, and therefore requiring prior notification to the authorities.
- The work of contractors is managed as described within our arrangements for the 'Control of contractors'.
- Permits to work are used to formally authorise activities with the potential for higher risk such as hot works and work on the roof.
- The general safety of plant and service areas is a priority for the organisation and these are kept clean, tidy, free from the build-up of combustible materials and with clear access to all control mechanisms and switches.
- A planned preventative maintenance programme has been devised to identify all of the routine maintenance and inspection activities required to maintain our premises and equipment in good order. Records are kept of inspections, maintenance, repairs and servicing activities.
- We undertake risk assessments of in-house maintenance activities and devise safe systems of work as a result.

- We appreciate that our in-house workforce is regarded as a 'contractor' under CDM 2015 and that if we bring in any additional outside help with construction work, we must comply with all aspects of the regulatory requirements for projects involving 'more than one contractor'.

For all construction work carried out in-house, regardless of scale, we ensure that:

- The work is managed and supervised by a competent manager/ supervisor.
- Workers are briefed in the reasons for the work and the expectations, including any safety requirements.
- The work does not begin until there is an adequate construction phase plan in place.
- There are suitable welfare facilities for workers.
- Workers are competent for the tasks that are delegated to them.
- Sufficient time and resources are allowed.
- Any design or specification work undertaken by our organisation on our behalf is undertaken by competent persons who are able to eliminate hazards and control risks within the design and meet their obligations under the Regulations.
- The construction work is segregated from the other activities taking place on site where necessary for health or safety - either by scheduling the work out of hours or by physical separation.

### **3.4 Children and Young People at Work**

- Where young people/children are involved in work experience/are employed we ensure that we comply with applicable employment and working hours, legislation including restrictions on night working, additional rest breaks and the length of working days. We also undertake a specific risk assessment of the tasks which the young person/child is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.
- There are certain tasks which we do not allow young workers to carry out: work involving exposure to hazardous substances, the use of dangerous machinery, construction work, work involving hazardous exposure to noise or vibration.
- In the case of employment/work experience of children, we comply with legislation and local byelaws placing restrictions on the type of work permitted and ensure that the findings of the risk assessment are shared with their parent or legal guardian prior to the placement/work starting.

### **3.5 Control of Contractors (management of)**

The Health and Safety Advisor is:

- The appointed responsible person to manage the contractors.
- Responsible for how contractors are selected using best value principles and checking appropriate qualifications and insurance.
- Responsible for co-ordinating the arrangements for induction of contractors to exchange information and agree safe working arrangements. Through site regulations, contractor register and asbestos register held in reception and pre contract meetings.

- Responsible for checking method statements and completing relevant risk assessments
- The contact in the first instance for contractors to report concerns.
- Responsible for ensuring the adequate segregation of contractors and students. This is achieved by the area being closed to students or the contractors being authorised to work in a teaching area.
- Responsible for ensuring that there is provision for adequate day to day communication between school and contractors through pre contract meetings.
- Responsible for ensuring adequate provision for facilities for contractors.

**Contractors (management of asbestos)**

- The Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only qualified licensed asbestos contractors can work with asbestos.

**Contractors and Visitors on Site**

- All contractors must sign in and out at the school reception and wear a visitor ID badge at ALL times.
- They must inform the site and Health and Safety Advisor of health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc.)

**3.6 Control of substances hazardous to health (COSHH) –including radiation**

- The rules on selection and use of substances (e.g. less hazardous alternative substances purchased) are used wherever possible.
- The COSHH file is maintained by the Health and Safety Advisor and is available in the main office.
- Total Containment Solutions undertake a yearly check on fume cupboards etc.
- Purchasing policy – individual budget holders purchase COSHH products. The policy is available in the main office.
- All COSHH materials have a safety data sheet
- There is a requirement to carry out risk assessments for tasks using the most hazardous substances as per the Control of Substances Hazardous to Health Regulations 2002.
- Budget holders whose departments use/purchase COSHH products are responsible for safe storage of the items
- Staff are made aware of how to identify COSHH materials during the induction process and subsequently in departmental meetings.
- Instructions are also given for labelling decanted substances.
- Provision and instruction on the use of specific Personal Protective Equipment are provided at induction and periodically throughout the year
- Safe storage and transportation of hazardous substances must be adhered to at all times.
- Information on emergency procedures for cleaning spillages/escape, including emergency evacuation procedures can be found in the main office
- The Health and Safety Advisor shall advise on the disposal procedures for waste, unwanted or spilt substances.

### 3.7 Defect reporting procedures

- The arrangements for reporting defects on a day-to-day basis are set out in this section.
- Staff report the defect on the clip board to the H&S Advisor via email she will then add this to the caretakers list of jobs to do and the job will be done.
- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- The Health and Safety Advisor monitors that the defect has been rectified.

### 3.8 Disabled Persons including Temporarily Disabled

- Where we employ persons with disabilities, or where existing employees become disabled, we ensure that the workplace is adapted for their needs including arrangements to ensure their health, safety and welfare.
- In the case of temporary disability such as a broken limb, it may be necessary to exclude the individual from our workplace if adaptations are not reasonably practicable in the short timescales involved. When individuals have been issued with a fit note by a doctor, they are not permitted to work unless either the date to which they have been signed as unfit to work has been reached or, if the fit note indicates they may be fit to work subject to conditions, that those conditions have been assessed and relevant changes have been made to meet them, if necessary using occupational health advice.
- We ensure that the needs of disabled staff are taken account and undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities. A PEEP- personal emergency evacuation plan will be developed to ensure their safe exit from the building during a fire, bomb threat or a chemical leak.
- Relevant risk assessments (*and the PEEP*) will be reviewed at frequencies which take account of any change in the person's health condition.

### 3.9 Display screen equipment (DSE)

- All staff who are classed as DSE "Users" are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE Self assessments for all staff members using a display screen equipment including laptops will be completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur
- DSE staff can request an eye test payable by the school.
- The ICT technician will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.
- The ICT technician is responsible for ensuring that all DSE equipment is cleaned at least termly

### 3.10 Electricity at work

- All hardwired equipment is checked every 5 years.
- The Health and Safety Advisor is responsible for ensuring the hardwiring checks are carried out.

- Portable appliances tested (PAT) including microwave leakage testing are carried out annually.
- The PAT Registers are kept in the main office
- Staff should refrain from bringing in any electrical equipment. If they have to, they must get it checked by the maintenance team before using.
- All defective equipment should be removed until repaired or replaced.
- Defective equipment should be reported to the Health and Safety Advisor immediately

### **3.11 Fire Precautions and Emergency Plans**

- The Health and Safety Advisor is responsible for undertaking and reviewing the fire risk assessment and emergency plans (including bomb threats/explosion/floods/intruders/dogs in playground).
- The Health and Safety Advisor together with the SLT is responsible for reviewing the procedures for dealing with the worst foreseeable contingency.
- The Health and Safety Advisor is responsible for arrangements for emergency evacuation drills, these drills should take place termly with assembly points on the hard play area to the side of the main house and to the side of the day nursery bungalow.
- The Health and Safety Advisor together with the caretakers are responsible for inspection and maintenance of fire exits/escape routes.
- The caretakers are responsible for checking and updating the Fire Evacuation Notices.
- The caretakers are responsible for regular inspections and maintenance of fire extinguishers with inspections being carried out on an annual basis.
- All staff will be inducted on their first day. Safeguarding and Health and Safety is included within this process. Access to all policies and procedures is outlined.
- The Health and Safety Advisor is responsible for calling the emergency services and coordinating the evacuation together with the Headmaster and caretakers. In his absence the Health and Safety Advisor will be responsible.
- The Reception staff are responsible for ensuring all registers are checked.
- The caretakers are responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and the records are kept (fire precautions manual) in the main office
- Outside approved contractors are responsible for carrying out the six monthly inspections and maintenance of the systems under the supervision of the Health and Safety Advisor.
- Liaison arrangements with other parties who may be affected e.g. hirers, shared occupancy etc or whose help may be required e.g. emergency services, Local Authority Emergency planning Dept. etc. is carried out by the Health and Safety Advisor.

### **3.12 First Aid and Medication**

#### **First Aid**

- First aider details are displayed in the wellbeing room and throughout the school.
- All listed first aiders are fully qualified.
- The appointed First Aider (AFA) is responsible for checking when staff require refresher training.
- The first aid kits are kept throughout the school in designated areas.
- The appointed First Aider is responsible for checking and restocking the first aid kits.

- The AFA summons ambulances and accompanies students to hospital (if parent/carer is not available)
- Succession planning is always monitored to ensure first aid cover at all times.

### **Medication**

- Medication is administered by the AFA in her absence any member of staff who is trained in the administration of medicines and first aid trained will administer.
- The first aid training covers the administering of instances (e.g. epi-pen, inhalers)
- The safe location (locked) is in the wellbeing room.
- There is a signed consent form which must ALWAYS be signed by the parent / carer.
- If any students have special requirements parents/carers have to instruct Heathfield Knoll School, the request noted and signed by the parent/carer.
- All medication has to be documented by the person administering the medicine.

### **3.13 Food Safety**

Please see separate documents Food Safety and Kitchen H&S on staff share under Kitchen

- We sometimes purchase chilled and other ready to eat foods for school meals. We ensure that this food is purchased from a reputable national supermarket shortly before it is to be consumed. We minimise the handling of the food and where it is necessary to cut sandwiches or handle foods for any other reasons we ensure that this is carried out by a member of staff who is trained in the food hygiene requirements.
- In respect of our catering activities we have a separate food safety policy and hazard analysis to ensure that we comply with the Food Hygiene (England) Regulations 2013.

### **3.14 Health and Safety Advise**

Heathfield Knoll School has obtained competent health and safety advice from Hettle Andrews. The appointed first aider is responsible for reporting all diseases, injuries and dangerous occurrences to RIDDOR or the HSE.

### **3.15 Information dissemination procedure**

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / students, governors and visitors as follows:

#### **Employees**

- Staff are informed about all of the existing information held on the site (via the staff handbook, specific risk assessments and induction)
- All staff sign to state they have received, read and understood the information.
- The documents are kept in the school main office and displayed on Engage.
- Health & Safety information is included in the staff handbook.
- The Headmaster updates the staff handbook annually or as necessary.
- New information is disseminated by staff briefings/email and via Engage.

#### **Students**

- Teachers ensure that students are made aware of existing and new health and safety information via lessons/assemblies.

### **Visitors / contractors**

- The Health and Safety Advisor ensures that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)
- The information is disseminated verbally and via information held at reception.

### **Local Governors**

The Health and Safety Advisor will ensure that local governors are informed of any existing and new health and safety information via the Health and Safety Meetings.

### **3.16 Kiln**

- The art department staff are competent to operate the kiln.
- The risk assessment for the kiln is located in the art department and on the staff share area under Health and Safety file - Risk assessments.
- The firing cycle takes place when necessary and applicable (there is no set pattern)
- The kiln is inspected annually by Celtic.
- The kiln is kept secure to prevent unauthorised access and is free of combustible materials.
- The normal operating procedures are displayed by the kiln.
- The emergency procedures are available in the art department and displayed by the kiln.
- Personal protective equipment e.g. thermal gloves, goggles etc., are provided for all operators.

### **3.17 Lone working and Personal Safety**

- All staff should refer to the Heathfield Knoll School lone working policy.
- Training is given to staff who are expected to work alone.
- Personal safety awareness information is provided/discussed with staff at induction and when required
- Safe working practices/rules for staff who work alone are enforced at Heathfield Knoll School
- The Headmaster /Health and Safety Advisor should be aware of any staff who are lone working.
- Risk assessments carried out and shared with staff

### **3.18 Maintenance/Inspection of equipment**

- Details of what equipment requires periodic inspection, examination, testing are held in the main office.
- The information kept- details the type of and frequency of checks.
- Where applicable specialist outside contractors carry out the checks - e.g. fume cupboards, other extraction systems, fire alarm and smoke detection, emergency lighting, fire extinguishers etc.

### 3.19 Manual handling

- The Health and Safety Advisor will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks
- Training / awareness training is given to applicable staff members.

### 3.20 Minibuses

- Minibus guidelines are held in the main office
- If a member of staff passed their category B (car) driving test before 01/01/97 they can drive the school minibus as these licenses automatically include category D1 entitlement. If a member of staff passed their category B driving test on or after 01/01/97 they may drive the minibus provided they have taken a specific minibus test.
- All staff must follow the drivers and tachograph rules for road passenger vehicles in the UK and Europe (PSV375) which is available from [www.vosa.gov.uk](http://www.vosa.gov.uk)
- Should the bus break down or is involved in an accident, the contact detailed on the risk assessment should be contacted in the first instance, **(after the emergency services if there has been an accident)**. In the case of an accident all guidance is contained within the critical incident plan.
- There should be adequate first aid and fire extinguisher provision contained within the minibus.
- The minibuses will be serviced at regular intervals (records maintained in the main office) and the MOT's carried out annually by an approved garage.
- All drivers must carry out pre visual checks before driving the minibus and record that this has been done in the records kept in the minibus.

### 3.21 Monitoring Arrangements

The Health and Safety inspections will be carried out by Hettle Andrews, the local governing board and the Health and Safety Advisor.

Staff, parents and children can report an incident they feel falls under the H&S 'umbrella' – staff and parents would do so by emailing the H&S Advisor – Mrs Julie Onions and pupils would tell their teacher.

Contractors or visitors can voice their concern to the H&S Advisor on site. All reports will be investigated, documented and dealt with in an appropriate manner.

The local governors ensure that regular reports of accidents and dangerous occurrences are provided by the Headmaster and that any necessary alterations to working practices and procedures are implemented.

The local governors recognise the importance of monitoring health and safety matters.

Monitoring will be carried out in a number of ways:

The local governors will call for annual / termly reports on:

- results of internal or external health and safety inspections;
- accidents/incidents.
- maintenance reports.
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Headmaster / Health and Safety Advisor.

To help this process the local governors and Headmaster will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), and any other bona fide health and safety officials.

### **3.22 Noise at Work**

- We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB.
- Where there is a likelihood that this may happen, the Health and Safety Advisor carries out periodic noise monitoring checks.
- Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones will be set up.
- In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

### **3.23 Offsite and Educational Visits**

- The school's educational visits co-ordinator (EVC) is the Deputy Head.
- The Headmaster sanctions the visit once the party leader and EVC have completed the necessary arrangements and checks.
- When planning a school trip, there may be a need for pre-site visits.
- The trip leader will carry out risk assessments, before activities take place
- Emergency arrangements, parental authorisation, supervision requirements and first aid provision documents must be kept by the trip leader.
- The school must ensure that there is adequate insurance to the value of £5M

### **3.24 PE equipment**

- Pre-use visual checks are made and recorded by the PE staff
- The Association for Physical Education (afPE) guidance on safe use of the equipment is followed /adopted (published 2012)

### **3.25 Personal Protective Equipment**

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The appropriate line manager in consultation with the member of staff will select the equipment.

### **3.26 Pond**

- Adequate warning signs must be displayed in the pond area.
- Risk Assessment – the site and Health and Safety Advisor carries out the whole school pond risk assessment, with subject leaders carrying out specific risk assessments when activities are planned.
- Maintenance – the caretakers are responsible for all pond maintenance.

### **3.27 Pressure Systems**

HKS has identified the following systems/vessels which fall within the requirements of the Pressure

System Safety Regulations 2000: The school's Gas and Water Systems.

- A written scheme of examination has been drawn up by the H&S Advisor and that written scheme is held in the main office. Examination and testing is carried out by Hydrotech in accordance with the written scheme.
- We have appointed Darren Harper as our responsible person to operate the pressure system on a day-to-day basis including undertaking *monthly* checks and the planned preventative maintenance schedule. Darren Harper has been trained in the safe systems of work which have been devised as a result of risk assessments of the work activities. He has been made aware that the system may not be modified without the changes being first evaluated by the competent person. The safe operating limits of the equipment are clearly displayed for the information of our maintenance personnel.
- Appropriate emergency response procedures have been devised.
- Records are retained of all inspections, testing, examinations and maintenance which takes place and of any other correspondence or report relating to the system. Our maintenance log is also used to record any abnormal or particularly arduous operating conditions and these records are made available to the competent person during the next examination.

### 3.28 Risk Assessments

- Heathfield Knoll School must undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The Health and Safety Advisor is responsible for ensuring risk assessments are undertaken.
- The risk assessor must sign all risk assessments and date it.
- There must be arrangements in place for undertaking special risk assessments (such as new and expectant mothers or care plans for those who have health problems),
- There should be a periodic review of risk assessments, e.g. annually as a minimum.
- Copies of all risk assessments are kept in the staff share area under Health and Safety file -Risk Assessments.
- All risk assessments are shared with the relevant staff they effect.
- Staff must read and understand each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.
- All staff are trained and updated in the completion of risk assessments during termly inset days

### 3.29 Safe Hot Water and Hot Surface Temperatures

- We ensure that temperatures at hot water outlets accessed by more vulnerable persons, are thermostatically controlled to prevent scalding in accordance with education authority guidance. We also ensure that taps delivering water at unregulated temperatures are clearly marked, 'warning, very hot water' and are not located in areas accessible to vulnerable persons.
- Heating appliances within the areas accessed by more vulnerable persons, are designed in such a way as to prevent accidental burns, by the use of low surface temperature radiators, insulation, enclosure of pipes and radiators, under-floor heating thus ensuring that surfaces do not exceed 43°C.

- A testing regime is undertaken by Hydro Tec in accordance with Education authority guidelines, to check that the temperatures are within the safe range. Records are kept of the tests and appropriate remedial action in the main office.
- Sufficient numbers of staff are trained in emergency first aid for burns and scalds.

### 3.30 Safety Signs

- Staff are instructed in the meaning of all safety signs at Induction.
- Signs are clearly visible around the site where appropriate (fire exits, fire extinguishers, exits, location of first aid boxes)
- Where chemicals are stored safety signs are present.

### 3.31 School Security

- Security site walks are conducted weekly by the Headmaster and the H&S Advisor.
- Intruder alarms are situated in the main house and Cedar
- CCTV is installed on the main house roof- key pads fitted to all external doors
- Signing in access and visitor id lanyards are maintained by the Reception staff
- All school staff wear ID lanyards.
- The completing of pupil registers twice a day is recorded by teachers and reception staff
- Risk assessments are filled out daily/weekly/yearly for all areas of school.
- Fire escape routes are checked for accessibility.
- Emergency lighting is frequently checked in case of a power failure.
- Lockdown procedure is implemented termly
- During dark evenings flood lights illuminate the car park areas.
- All staff are aware of the lone working procedure and the fact they have to notify a member of SLT if they are to work on school property out of normal hours – it should be noted any member of facilities staff who starts at 7am does not complete any high-risk work until the second member of staff is on site. This includes work at height, work using grounds machinery, electrical work and any other work with the potential to cause harm.

### 3.32 Slips, Trips and Falls

- We have reviewed all of our premises for slips, trip and fall hazards and taken action to resolve the issues identified and recorded these in our risk assessments. Housekeeping standards and the condition of floors are reviewed formally on a weekly basis as part of our workplace monitoring regime. The results of this monitoring are recorded and actioned.
- The prevention of slip and trip accidents in the workplace relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.
- We ensure that storage areas are of sufficient capacity, are well managed and are under the control of an identified person.
- Steps and stairs are equipped with handrails. Step edges are kept in good condition. External step edges are highlighted with white paint where necessary for visibility.

- When specifying hard flooring, we ensure that it meets the surface roughness requirements suitable for the activities taking place and, as part of our risk assessment process we undertake assessments of the slip risk from hard floored areas in line with HSE guidance taking specific account of the use of the area.
- Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.
- Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.
- Cleaning staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.
- Staff are encouraged to wear sensible footwear.
- Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of our monthly workplace monitoring regime.
- Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in our external areas.

### **3.33 Smoking**

- The site is a 'NO SMOKING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

### **3.34 Sports pitches / playing fields**

- The caretakers along with Worcestershire County Council maintain the sports pitches/areas.
- The caretakers will carry out daily visual inspections

### **3.35 Staff Consultation**

- Please refer to the general policy statement at the beginning of the health and safety policy
- The health & safety committee meetings are held half termly.
- Staff can raise issues of concern and make suggestions for health and safety improvements via department briefings.
- The Health and Safety Advisor will be responsible for informing and consulting "in good time" with health and safety representatives on:
  - Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
  - Appointment of competent persons on site who will comply with health and safety requirements
  - Risks to employee's health and safety and preventative measure
  - Planning and organising of health and safety training
  - Introduction of new technology and health and safety consequences
- The health and safety law poster is situated in the staff room and various places throughout the school.

### **3.36 Stress and Staff Wellbeing**

- All staff experiencing problems should refer their concerns to the Headmaster or the Head of Wellbeing.
- The Head of Wellbeing is a member of the senior leadership team.
- Individual risk assessments will be carried out for staff experiencing mental health problems and counselling offered (in house) or from an external provider.
- Expectant mothers are encouraged to report as soon as possible and a revised risk assessment should be carried out.
- There are general staff facilities available e.g. staff room, rest rooms etc.

### **3.37 Training and Development related to Health and Safety**

- The Health and Safety Advisor is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height).
- The relevant member of SLT -Head of Wellbeing is responsible for new staff inductions and briefings.
- The Health and Safety Advisor is responsible for establishing minimum health and safety competencies for certain roles (e.g. Health and Safety Advisor, head of department etc).
- The training records are recorded in the school's main office.
- The Health and Safety Advisor is responsible for ensuring staff undertake refresher training.

### **3.38 Vehicles on Site/car park arrangements**

- The Caretaker and Health and Safety Advisor are responsible for management of vehicles on site as follows:
- Restriction on vehicle movement at certain times
- Segregation of large vehicles from pedestrian areas
- Restrictions on reversing vehicles
- Special arrangements for deliveries

All of the above should be detailed in an appropriate risk assessment.

### **3.39 Vibration**

- A specialist has undertaken an assessment of vibration risks which affect employees using tools such as chainsaws, strimmers, sanders and drills and it has been determined that the level of exposure for some employees is above the Exposure Action Value (EAV) specified in the Control of Vibration at Work Regulations 2005.
- As a result, on the advice of the assessor, we have introduced a programme of controls to reduce exposure to as low a level as is reasonably practicable. These controls have included purchasing reduced vibration tools, limiting exposure time, improving the efficiency of the tasks, using jigs and suspension systems e.g. strimmer harnesses, improving the ergonomics of the task, more regular equipment maintenance, providing additional PPE to keep workers warm and dry.
- The vibration risk assessment/s will be reviewed yearly and in any case when there are changes in the equipment used or work patterns.

Information and training is provided to affected employees on:

- the health effects of vibration, and how to recognise and report symptoms
- sources of vibration and the actions we have taken to reduce risks
- risk factors and ways to minimise the risk
- the health surveillance programme.

Records of vibration risk assessment are held in the main office.

Health records are held by our Occupational Health Advisors in accordance with requirements for confidentiality of medical records. These records are made available on request to the individual employees whom they concern.

### **3.40 Violence to Staff**

- There is a requirement for all staff to report all incidents of verbal & physical violence to the Headmaster or on Engage.
- Risk assessments should be carried out for hazardous circumstances.

### **3.41 Water Hygiene**

- Hydro Tec undertake a water inspection quarterly.
- Heathfield Knoll School supports the HSE guidance "The Control of Legionella bacteria in water systems".

The caretakers are responsible for:

- The water hygiene log book which is kept in the main office.
- Carrying out water hygiene sampling
- Site arrangements i.e. automatic flushing systems
- Maintenance arrangements for air conditioning units, humidifiers etc

### **3.42 Work experience students**

Staff should refer to the work experience coordinator and also to the leaflet INDG364 published by the Health and Safety Executive (a copy is available from the Health and Safety Advisor).

### **3.43 Working at Height**

- All available equipment is stored securely and is only available to adequately trained staff.
- The caretakers will carry out the annual inspections.
- The caretakers will carry out pre use checks and record them.
- The Health and Safety Advisor will carry out risk assessments and will ensure caretakers are aware of the risk assessments.
- Specialist training is required for staff using equipment such as e.g. for ladders / tower scaffolds etc.
- The Health and Safety Advisor will ensure staff using the equipment are wearing appropriate clothing / footwear.
- Contractors when working at height should provide proof that they are adequately trained.

### **3.44 Workplace Environment**

The comfort of our staff is a high priority and we will do all that is reasonably practicable to ensure the thermal comfort, adequate ventilation and sufficient lighting of our premises.

To achieve this, we provide:

- a central heating system
- additional heating appliances where necessary
- windows which can be opened safely
- adjustable blinds
- portable fans where necessary
- lighting which is suitable for the tasks undertaken
- emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit.
- All equipment provided for the purpose of workplace comfort is subject to periodic checks, maintenance and repairs by competent engineers.
- To assist in monitoring the indoor workplace temperature, thermometers are displayed in representative areas of the workplace.
- For our caretakers who work outside, we provide suitable warm and weather proof clothing in the winter and sun protection in the summer. Additional rest breaks are provided during extremes of weather and facilities for making hot or cold drinks are always available.

### **4. Files available in the Main Office**

- COSHH Data
- Electricity and Gas
- Water / Legionella
- Asbestos
- Display Screen Equipment - Worksheet
- Control of Contractors
- Fire Safety
- Deep Clean
- Driver Questionnaires

## **5. COVID ADDENDUM TO HEALTH AND SAFETY POLICY**

During the COVID-19 pandemic additional procedures and amendments to existing practises have been put into place - please refer to the HKS Reopening document and the HKS Risk assessment. The latter is available on the HKS website and the former on staff share drive (Covid)