



<b>Approved by:</b>	Resourced	<b>Date:</b> 26.06.2024
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<b>Person(s) responsible</b>	KLU	
<b>Last reviewed on:</b>	26 <sup>th</sup> June 2024	
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## STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

## ORGANISATION

### Employer Responsibility

The overall responsibility for health and safety at Kings International College is held by the *Governing Body* who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

### Responsible Manager

The responsible manager for the premises is Jo Luhman, Headteacher who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update the Governing Body as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

## **All Staff (including volunteers & trainees)**

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school health and safety arrangements and being alert to hazards at all times, reporting concerns immediately.
- Reporting safety concerns to their staff representative (where one exists), Headteacher, Site Manager or other appropriate person.
- Ensuring their own work area remains safe at all times and make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk
- To ensure that where new processes or operations are introduced in their area of responsibility risks are assessed and any precautions deemed necessary are implemented.
- To ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to Health & Safety, and they will appropriately monitor those new staff
- Not interfering with health and safety arrangements or misusing equipment
- Engaging in risk assessment processes and sharing sufficient information to enable a risk assessment to be made.
- Complying with all safety procedures and risk assessments, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others
- Ensuring that protective clothing for both staff and students is available and used whilst activities are in progress which, by their nature, present a foreseeable hazard.

## **Site Manager**

The site manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Headteacher. They will work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices.

Their areas of responsibilities are:

- Ensure the school buildings are kept in a safe state of repair
- Manage all building projects on site (liaising with contractors on Surrey County Council led projects)
- Supervision of contractors working within the school premises
- Ensure the Defects reporting system is managed in a timely manor
- Ensure risk assessment are followed for all premises related tasks
- Ensure all statutory tests and checks are undertaken and records kept
- Carry out regular site inspections to check the safety of the site and that policies and procedures are being properly implemented
- Outlining safe operational procedures which identify and take account of all relevant hazards
- Planning practical and effective methods, both preventative and remedial, of promoting health and safety and safe working practices.
- File service and job sheets for legionella (TMV's, boilers, legionella risk assessments), Fire Safety (emergency lighting, fire fighting equipment, lightning conductor, fire doors, fire risk assessment.)
- Leading in-house training about health and safety
- Act as the Fire Safety Co-ordinator
- Act as the Legionella Competent Person
- Act as the Asbestos competent person
- Act as an Accident Investigator

They will work within their level of competence and seek appropriate guidance and direction from the headteacher/responsible manager and/or Carstens & Robinson Ltd as required.

## **Compliance and Health & Safety Co-ordinator**

The on-site Compliance and health & safety officer co-ordinator to the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. They will work within their level of competence and seek appropriate guidance and direction from the headteacher and/or Carstens & Robinson Ltd as required.

Their responsibilities are:

- Maintain electronic Bring Up Diary – ensuring all health and safety procedures are planned and tracked.
- Monitor that test results which have been carried out by the site manager have been recorded
- Maintain the risk assessment and COSHH risk assessment register and ensure all risk assessments are available to staff.
- Ensure the Asbestos Register and Asbestos Management Plan is available for review by contractors (periodically checking the register is being signed)
- Ensure all new staff are given the appropriate Health and Safety Induction information
- Keep a record of Health and Safety training including, Refresher, First Aid and Fire Safety training
- Ensure Accidents and near misses are collated in advance of the Health and Safety/Resources Committee's meetings.
- Collate classroom check lists and remind staff to complete checks.
- Collate DSE assessments and remind staff to complete.
- Half termly reminder to all staff to remind them to look at the Health and Safety Information held on the school network and keeping the notice board up to date.
- Ensure all staff have access to any Health and Safety information, and this might mean some staff receiving a paper copy.
- Ensure First Aid Boxes are checked every term, record they have been checked and replenish as appropriate in line with First Aid Policy.
- Ensure procedures for First Aid, Supporting children with medical conditions and the administering of medicines are being followed.
- Ensure the grab bag is complete – list in the grab bag of contents
- Provide Personal Emergency Evacuation Plans as required
- Carry out risk assessments with staff & students as required

### **All Teachers & Cover Supervisors**

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and cover supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk. They will work within their level of competence and seek appropriate guidance and direction from the headteacher/responsible manager and/or Carstens & Robinson Ltd as required.

### **Health and Safety Committee**

The purpose of the health and safety committee is to assist in the assessment of safety related matters and provide appropriate support to the headteacher. The health and safety committee sit as part of the Resources committee meeting. It is their duty at these meetings to discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. The health and safety committee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The Health and Safety Committee consists of the Headteacher, Resources Committee, H&S Coordinator, Site Manager and Bursar.

### **Fire Safety Co-ordinator**

The Site Manager is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Headteacher. They will attend an appropriate fire safety training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible headteacher and/or Carstens & Robinson Ltd as required.

### **Health & Safety Representative**

At this present time there is no Health & Safety Representative, if the staff wish to appoint one (either a member of staff who is union appointed, or non-union and locally nominated they will:

- represent the staff with regard to their health and safety at work
- be expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

They will work within their level of competence and seek appropriate guidance and direction from the headteacher/responsible manager and/or Carstens & Robinson Ltd as required.

### **Head of Department / Curriculum Leader**

The Head of Department is responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the headteacher. They will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. They will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented. They will ensure they write procedures for the use of hazardous equipment and that warning notices are posted and kept in good order. They will make inspections to ensure safety equipment, such as aprons, gloves, goggles etc. are in a suitable condition for use. They will work within their level of competence and seek appropriate guidance and direction from the headteacher/responsible manager and/or Carstens & Robinson Ltd as required.

### **Legionella Competent Person**

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the headteacher to provide the necessary competence to enable Legionella to be managed safely. They are to attend training at intervals not exceeding three years and all training records are to be retained. They will ensure the Written Scheme for Legionella Management is reviewed where changes to legislation or systems necessitate or at a minimum every three years and updated as necessary.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8) and HSG274. They will advise the headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the headteacher and/or Carstens & Robinson Ltd as required.

### **Asbestos Competent Person**

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the headteacher to provide the necessary competence to enable asbestos to be managed safely. They will attend training at intervals not exceeding three years and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They will ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the headteacher of any condition or situation relating to asbestos which may

affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the headteacher and/or Carstens & Robinson Ltd as required.

### **Accident Investigator**

The on-site trained accident investigators are the Headteacher and the Site Manager who will lead on all accident investigations in accordance with departmental and corporate procedures.

### **Health & Safety Assistance & Advice**

Carstens & Robinson Ltd is the competent source of safety guidance for the school/organisation as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the school/organisation, then advice from Carstens & Robinson Ltd must be sought.

## **ARRANGEMENTS**

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Kings International College and are to be used alongside other current school/premises procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### **Accident/Incident Reporting & Investigation**

Any accident, incident or injury involving staff, visitors or contractors is to be immediately reported and recorded in the Accident Report Book held by Reception

Minor accidents to pupils are to be recorded in the student medical book located in Reception. Where the student is sent home or to the hospital as a result of the accident it will also be recorded in the Accident Report Book

The Health & Safety Co-ordinator will keep a record of near misses.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with Carstens & Robinson Ltd and reported using the HSE's online RIDDOR (F2508) reporting system.

All significant accidents, incidents and near-misses are to be immediately reported to the headteacher and Health & Safety Coordinator. The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence. A significant accident is one that requires medical treatment beyond first aid administered at school. A significant incident or near miss is one that could have resulted in serious injury or injured multiple people.

The headteacher will ensure that the governing body, partnership and senior management are appropriately informed of all incidents of a serious nature. All accident/incident reports and near misses will be monitored by the H&S Coordinator for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school/premises staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

All third party service users operate under hire agreements and in accordance with the Kings International College Lettings Policy.

## **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register is located at Reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information will require recording in the asbestos register. A copy of the Asbestos Register and Asbestos Management Plan is also available on the Teacher Shared Drive under College Management/Health& Safety/Asbestos.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the headteacher and/or asbestos competent person.

## **Child Protection**

Arrangements regarding child protection are set out in the Child Protection Policy.

## **Community Users/Extended Services**

The headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

## **Dress Code**

Members of staff are adult role models in the school and how we dress gives students a very strong message. On any given day, you may meet parents or visitors and should always present a positive and professional appearance that inspires confidence. It is important that we maintain the same high standards of dress as we expect from the students; members of staff at Kings International are expected to dress smartly. They should ideally wear suits but, as a minimum, male colleagues are asked to always wear a collar and a tie and female staff to always dress as for a formal business meeting. Denim, low-cut tops, mini-skirts, leggings, bare midriffs, and flip-flops are inappropriate for school. Staff that come to work in inappropriate wear will be asked to change. While informal wear is acceptable on mufti days and during holidays, staff should ensure they are dressed appropriately for a school environment. The exception to this formal wear is on training days when staff can wear casual clothes. In terms of facial piercings and tattoos, we are not here to influence students and each colleague should be neutral.

Every member of staff will be issued with an ID badge on a blue lanyard. All staff are required to wear their ID badge and blue lanyard at all times – this is an essential part of our safeguarding processes and enables us to identify those who are DBS cleared and members of staff. ID badges should not be lent to other members of staff or students.

## **Lettings**

All third party service users operate under hire agreements and in accordance with the Kings International College Lettings Policy.

## **Contractors on Site**

Where contractors may be required or selected for use by the school then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. All contractors will require adequate risk assessments to be sighted to demonstrate their safe working practices for specific work being undertaken. Where contractors are provided by Surrey County Council these processes will have been done in advance by them

All contractors must report to reception where they will be asked to sign the visitors book and asbestos register, and will be provided with a 'Health & Safety guidance for contractors' Leaflet that includes all relevant details of fire safety procedures & local safety arrangements.

The Site Manager is responsible for the induction of any contractors that arrive on site.

School staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

## **Curriculum Activities**

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant Heads of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and local council requirements as appropriate. Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance. Any concerns or queries must be discussed with or reported to the Head of Department and/or SLT.

## **Display Screen Equipment**

All users must complete periodic workstation assessments and any issues will be actioned as necessary by line managers. Workstation assessments are to be routinely reviewed at intervals not exceeding three years to ensure that all staff can work safely and comfortably.

## **Electrical Equipment**

The headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is PTSG Ltd
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported to the Site Manager & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested at intervals of:
  - Annually for all portable equipment excluding fixed IT equipment
  - Every 3 years for fixed IT equipment and all other wired electrical equipment such as hand driers.
- New equipment must be advised to the Site Manager in order that it can be added to future PAT testing schedules
- Only one extension is to be used. No linking together of extension leads. If a reel extension lead is used it must be extended to its full length when in use. This includes reeled vacuum cleaner cables.



All staff should check electrical devices before use for:

- Cable breaks, wear or contamination
- Damage to plugs or loose screws
- The fuse rating on new equipment and that manufactures guidance is followed
- Excessive noise or heat generation

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Site Manager through the Site Helpdesk and attended to as soon as possible. The member of staff suspecting the equipment as defective should also clearly mark the equipment as faulty and remove it from use immediately.

## **Emergency Procedures**

The School Emergency Plan details how the school will operate in an emergency, copies are held by the Headteacher, Site Manager, Business Manager and Deputy Headteachers.

Evacuation for emergencies is to be carried out in accordance with the School's Emergency Procedures. Lock Downs will be carried out in accordance with the school's Keep Safe Policy. Evacuation will be drilled on a termly basis. The Headteacher or their representative will complete an observation report following the Evacuation, which will be retained by the Health and Safety Co-ordinator. Findings from the report will be fed back to staff via email and/or briefings.

All staff will receive a brief on the Emergency Procedures and Lock Down/Keep Safe procedure at induction, copies will be available to all staff via the Teacher Shared Drive under General\Health & Safety. Staff will be advised via email when either Emergency Evacuation Procedure or Lock Down Procedures are reviewed and amendments are introduced. This will be annually.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. These will be completed by the SENDCo in conjunction with the H&S Coordinator.

## **Fire Safety**

Arrangements regarding fire safety are set out in the Fire safety policy and emergency procedures. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The headteacher will ensure through the fire safety co-ordinator that:

- All staff are to complete fire safety training at intervals not exceeding three years
- Emergency procedures are readily available for all staff to read on the Teachers Shared Drive\General\Health & Safety
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified. An external risk assessment will be carried out by an externally trained fire risk assessor where there are significant changes to the buildings.

## **First Aid & Medical**

A first aid needs assessment has been completed to identify how many trained first aiders the school needs. Staff who provide first aid on a regular basis have received relevant first aid training and other relevant training such as paediatric first aid, defibrillators, use of epi-pens etc has been provided. The numbers of first aiders are monitored to ensure there are enough for the size of the school. Other teaching and support staff may hold emergency first aid at work qualifications. A risk assessment is carried out for any trips and an assessment made on the number of First Aiders required

Sufficient first aid supplies will be maintained in the medical room as well as secure storage for medicines. The provision of medicines is covered within the Supporting Students with Medical Needs policy, but only medicines with parental approval will be kept in school.

## **General Equipment**

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, PE equipment, lifts*) will be inspected by appropriate competent contractors or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported via the Site Help Desk and immediately taken out of use until repairs can be carried out.

## **Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

## **Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the headteacher. The premises COSHH assessors acting on behalf of the headteacher are the Site Manager and Head of Science.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in secure and signed storage when not in use. The following locations have hazardous substance stores; Science prep rooms, CDT and the site office. Hazardous substance cupboards remain locked at all times.

Cleaning Services are provided with YBC and they are provided with lockable cleaning cupboards in which to store their hazardous substances.

## **Hazardous Waste**

Clinical waste and sharps units are provided in the medical room and are on contract with a registered provider.

## **Hot Drinks**

Staff should not walk around site with hot drinks and liquids whilst pupils are on site, unless they are in a screw top, lidded cup, with a closable drinking hole.

## **Inspections and Monitoring**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported to the Site team on using the Site Help Desk who should track any actions to closure.

Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department at least once per year.

All inspections will be recorded / notified to the H&S Co-ordinator, and inspection findings notified to the Site Help Desk / Site Manager where work is required, who should record the findings and track any actions to closure. Any identified high level risks are to be actioned immediately.

The Governing Body shall carry out periodic verification that inspections, monitoring and reviews are being carried out as required, and that findings are appropriately recorded and tracked to closure.

The school will engage with reviews carried out by their external Health & Safety Provider. Any findings shall be recorded and tracked to closure

## **Kitchens**

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority for local management of the main kitchen is the Catering Manager under contract with Aspens who are responsible for managing attendance of their own staff and visitors. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Aspens will use the school's first aiders if they are available. Aspens will also manage their own first aid kit and use this when the school's first aiders are unavailable.

The Site Manager will access the kitchen out of the normal operational hours to carry out; monthly legionella temperature checks; monthly emergency lights check and monthly firefighting equipment checks.

Aspens staff will be issued with a copy of the schools Health and Safety Policy, Child Protection Policy, and Emergency Procedures. The Aspens staff must comply with these policies and participate in any evacuation or lock down drills.

## **Food Preparation Area (Food Technology)**

Only staff with a Level 2 Food Hygiene Certificate or qualified teachers are able to use the food technology classrooms. Staff should read and understand further guidance which is available through the National Union of Teacher "NUT Guidance on Standards for Food Safety in Schools".

## **Legionella Management**

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes.

The Legionella Risk Assessment is reviewed annually by the Site Manager and amended as new details or required amendments are identified. Every three years, or sooner if there is a significant change to the premises, a new Legionella Risk Assessment will be undertaken by a suitably qualified contractor.

## **Lone Working**

All lone working is to be approved by the headteacher and is to be carried out in accordance with the lone working risk assessment and the arrangements below. The lone working arrangements for staff who may undertake lone working are:

On site:

- Staff must sign in and out.
- Staff must keep a charged mobile phone on them
- Staff must ensure a personal contact is aware that they are coming on site and working alone or make arrangements with their line manager.
- Staff must not undertake hazardous activities such as working at height or with dangerous chemicals whilst working alone.
- The main building will be on keypad during the school holidays
- Staff should check the identity of visitors/contractors prior to allowing access to school buildings

Home Visits:

- Staff must sign out in reception before the visit – detailing who they are visiting & where
- No visit to go beyond 6pm
- No staff to make visits on their own
- Staff must take a fully charged and switched on mobile phone.

Any key holders responding to an alarm activation should ensure that somebody is aware they are attending whether that be a personal contact, another member of the site team, the monitoring company or a member of SLT. They will carry out an external check and if any signs of intruders or break in are observed they will remain at a safe distance and contact the police. No challenge will be given to any intruders and personal safety of any staff is the absolute priority. If after an external check has revealed no signs of intruders, staff can then decide to enter the building and investigate. Where the monitoring company confirms the activation i.e. more than one sensor has been activated the person must not enter a building on their own.

## **MACHINERY**

All staff controlling the use of machinery must be familiar and comply with the following legislation:

- Factories Act 1961: Safety (General Provisions)
- Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test and Examination, etc.) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health & Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

## **Minibuses**

The Site Manager is responsible for the operation and maintenance of minibuses in accordance with school policy. All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses.

The Site Manager is responsible for undertaking safety checks on a monthly basis. In addition, all drivers are required to undertake a pre-use visual check prior to each time they use the minibus. The minibus will also undergo an annual service and MOT safety check by a competent person.

## **Moving and Handling**

All staff must complete moving & handling training at periods not exceeding three years. Training will either be delivered as whole staff training or via e-learning on Educare. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Staff are expected to undertake regular physical work which would typically include significant moving and handling, so therefore they must attend a formal moving and handling course specific to the work requirements.

All staff will be given access and asked to read the HSE guidance concerning Moving and Handling – it is located on the Teachers Shared drive/General/Health & Safety and staff must adhere to the recommendations of carrying loads. Specific Risk Assessments will be created for specific moving and handling activities and given to staff if they are expected to carry out these activities.

### **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the Evolve procedures and guidance. This is overseen by the Education Visits Co-ordinator.

### **Pandemic**

In the event of a Pandemic the school will carry out a detailed Risk Assessment taking into account and Government advice.

### **Provision of Information**

The headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are staff meetings, meeting minutes, email distribution, health & safety notice board, Health & Safety folder on Teachers Shared Drive.

Local health and safety advice is available from the Site Manager and Health & Safety Co-ordinator and Carstens & Robinson Ltd can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed in Reception and the Staff Room.

### **Risk Assessment**

General risk assessment management will be co-ordinated by the health and safety co-ordinator and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The trained risk assessors and Health & Safety Coordinator will oversee the correct completion of risk assessments. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work and validated by a trained risk assessor.

All risk assessments and associated control measures are to be approved by the headteacher or their delegated member of staff prior to implementation. Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system. Risk assessments will be available to staff on the Teachers Shared area.

### **Security**

Arrangements regarding security are based on the site security risk assessment.

### **Smoking**

Smoking is not permitted on the premises. This includes e-cigarettes and vaping.

## **Stress & Wellbeing**

Kings International College is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Management Standards, guidance and requirements.

On site arrangements to monitor, consult and reduce stress situations include :

- The Headteacher and Senior Leadership Team have an open door policy and available to all staff if they are feeling stressed.
- Staff have access to the Employee Assistance Programme the number of which is displayed in the staff room and in the Health & Safety folder on the Teachers shared drive.
- The Headteacher and Senior Leadership Team review workload on staff and reduce unnecessary tasks and meetings.
- Occupational Health Referrals.

## **Swimming Pool Management**

The swimming pool site is out of bounds to all staff except the site manager who will periodically check the site. The pool has been drained of water and a new fencing erected around the area to provide additional security.

## **Traffic Management**

Arrangements regarding on-site traffic safety are based on Traffic on site risk assessment.

## **Training**

Training focuses on maintaining staff health and safety competence. Members of staff receive health and safety information during their induction and through the staff handbook. All staff are required to complete an online health and safety training module on induction and at regular intervals thereafter. Updates are given through staff briefing sessions and other local routes. Competency is monitored through performance management. Where training needs are identified, these are addressed through the school's CPD coordinator. General and role-specific training can be through a classroom-based course, e-learning, work shadowing, or provision of information.

## **Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Kings International College.

Staff must report all such violent and aggressive incidents to the Headteacher to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Violent incident reporting is totally confidential.

## **Visitors**

All visitors must initially report to the main reception to sign in and receive a visitors badge on either a red lanyard (must be supervised at all times) or a green lanyard (unsupervised – a valid DBS and ID has been seen).

Visitors to the premises will be provided with a Visitors leaflet providing key information on Safeguarding and health and safety at the school.

## **Work at Height**

At Kings International College general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who have attended training are the Site Manager and Site Assistants. They authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with policy
- Provide stepladder and steps training to staff (not leaning ladders)
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended appropriate training at intervals not exceeding three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

## References

- A. Supporting Students with Medical Needs
- B. Child Protection Policy
- C. H&S Training Plan & Record
- D. Fire Safety Policy
- E. Emergency Procedures
- F. First Aid Policy
- H. Emergency Plan
- I. Lone Working Risk Assessment
- J. Traffic on Site Risk Assessment
- K. Site Security Risk Assessment