



Health and Safety Policy

Last reviewed: January 2018

Next Review date: January 2019

Person Responsible: School Business Manager

HEALTH AND SAFETY POLICY

SECTION 1: Declaration of Intent

The KFA has a statutory duty to provide a safe place of work and healthy working environment for all its employees. The school's responsibility is to ensure as far as is reasonably possible the health and safety of all who enter the premises.

This policy makes an unequivocal commitment to high standards of health and safety. The Trustees accept the responsibility to set a safety policy, for all of the work which falls within their remit.

We seek to maintain, and improve progressively, the environment of the school and other work places in order to ensure the health, safety and welfare of all its users. We intend to comply with all relevant legislation. We intend to ensure that everyone have sufficient information and appropriate training to fulfill their responsibilities.

We seek to create an environment within the school where everyone:

- is aware of their responsibilities to each other;
- act in responsible ways, consistent with others' health and safety;
- safeguard and promote the health and safety of others.

The policy relates specifically to health and safety on the school site. Employees are, however, expected to take similar precautions, and adopt similar practices and procedures, whilst engaged in activities away from the school and may need to address Health and Safety policies of other centres or organisations.

All employees organising educational visits must comply with the DfE guidance on Educational Visits as well as procedures identified in various documents such as the staff handbook.

SECTION 2: Objectives

The Trustees seeks to promote health and safety by providing, in so far as is reasonably practical:

- healthy and safe working practices and conditions;
- information, instruction and training in safe working methods and practices;
- first aid facilities; and employees trained in first aid;
- safe premises, plant and equipment;
- safe arrangements for the handling, storage and use of materials and substances
- systems for the establishment and maintenance of codes of practice and risk assessments;
- safe access and egress, including evacuation procedures;
- appropriate security arrangements;
- effective communication systems for issues of health and safety;

- periodic checks on the safe operation of tools and equipment.

This policy will be periodically reviewed to ensure that it complies with legislation and local conditions.

SECTION 3: Responsibilities

The Trustees expect the Director and **all employees** to be responsible for ensuring the effective implementation of this policy.

All employees have a responsibility to:

- take reasonable care and precautions to ensure the health and safety of themselves and others; and to do nothing, by act or omission, which might compromise their own or others' health and safety;
- support measures implemented to meet statutory requirements;
- be aware of, support, implement and comply with this policy;
- set a good personal example through safe behaviour;
- make use of protective equipment available and follow procedures established for safe working; and to ensure that all others do the same;
- familiarise themselves with emergency evacuation procedures;
- report promptly all concerns about health and safety, accidents, reportable diseases and dangerous occurrences;
- satisfy themselves, when using plant, machines, tools and equipment, that it is not defective or a potential hazard; and satisfy themselves, when purchasing or hiring equipment, that it is suitable for its intended use and complies with appropriate safety regulations;
- teach safety as an integral part of courses, both by formal teaching and example; and prohibit any student who refuses to adopt safe working practices from taking part in the lesson or activity.

1) The Duties of the Board of Trustees

The Board of Trustees, in consultation with the Director will:

- make itself familiar with health and safety legislation and codes of practice which are relevant to the work of the school
- ensure that there is an effective and enforceable policy for the provision of health and safety;
- undertake to provide a safe place for everyone to work;
- enable staff to perform their school-related activities in a healthy and safe manner by offering them the opportunity to receive health and safety training appropriate to their duties and responsibilities.

2) Duties of the General Director

The General Director is accountable to the Board of Trustees for the implementation of the Health and Safety Policy. She has responsibility for the day to day maintenance and development of safe working practices and conditions. The Director is required to take all necessary and appropriate action to ensure that the requirement of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular the General Director will:

- be aware of the requirements of health and safety legislation and codes of practices relevant to his/her areas of responsibility;
- ensure the health, safety and welfare of all personnel using the premises or taking part in any activities for which he/she has responsibility;
- ensure safe working practices and procedures;
- consult with employees on health and safety issues;
- monitor the standard of health and safety throughout the school;

3) The Duties of the School Business Manager (SBM) with responsibility for premises

The SBM has responsibilities to:

- be accountable to the Director for overall day-to-day responsibility for the implementation and operation of the school's health and safety policy;
- ensure compliance with and monitoring of this policy;
- ensure health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- ensure safe methods of working exist and members of the school are instructed in safe working practices;
- organise regular safety inspections as required by the Director or as necessary;
- ensure that any defects in the premises, plant, equipment or facilities are made safe or are notified;
- monitor first aid and welfare provision;
- arrange systems of risk assessment;
- identify training needs of employees and students and ensure, within the resources available, that these needs are met;
- collate accident and incident information and when necessary, carry out investigations;
- ensure that toxic, hazardous and highly flammable substances are correctly stored.

4) The Duties of Line Managers

All Line Managers (e.g. heads of departments, co-ordinators, premises staff, science and technology technicians) will make themselves familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility. In addition to the general duties which all members of staff have, they have overall day-to-day responsibility for the implementation and operation of this health and safety policy within their relevant departments and areas of responsibility. They will assist other employees, students and visitors to comply with its requirements.

They will ensure that:

- safe methods of working are implemented;
- health and safety regulations, rules and procedures and codes of practice are applied effectively, including other employees, students and visitors and others in safe working practices and communicating relevant health and safety information to relevant persons.
- they monitor the standard of health and safety throughout the department in which they work, including completing necessary risk assessments and regular safety inspections; encourage others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of everyone;
- they report any health and safety concerns to the appropriate person and take positive, corrective action where necessary to ensure the health and safety of all staff, students and others;
- all plant, machinery and equipment in the department in which they work is adequately guarded, and is maintained in good and safe working order;
- all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment.
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the areas in which they work;
- toxic, hazardous and highly flammable substances in the areas in which they work are correctly used, stored, labeled and disposed of;

5) The Duties of all Employees (teaching and non-teaching)

All employees will make themselves familiar with the requirements of **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to their area of work. They should:

- take reasonable care of their own health and safety and any other person who may be affected by their acts of omission at work;
- co-operate with his/her employer to enable the employer's duties to be performed or complied with.

All employees are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all employees will:

- be familiar with this health and safety policy and all other safety regulations as laid down by the Trustees and/or the Director;
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by all students and other employees;
- see that all plant, machinery and equipment is adequately guarded and is in good and safe working order;
- use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied and not make unauthorised or improper use of plant, machinery and equipment;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, plant, equipment and facilities which they observe;
- take an active interest in promoting health and safety and suggest ways of reducing risks to their line managers or the SLT.

6) The Maintenance team

The maintenance team will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to their work. They should:

- take reasonable care of their own health and safety and any other person who may be affected by their acts of omission at work;
- co-operate with his/her employer to enable the employer's duties to be performed or complied with.

In addition to the duties of all staff, the maintenance team should:

- identify premises defects and deal with them as appropriate. Where they cannot be dealt with, ensure the area is made safe and the matter reported to the School Business Manager;
- ensure that hirers, contractors and others who use the premises are briefed in Health and Safety procedures so that they can conduct themselves in such a manner that all statutory and advisory safety requirements are met.

7) Students

Students are expected to:

- exercise personal responsibility for safety of themselves and others;
- observe the safety rules of the school and, in particular, the instructions of staff given in an emergency;
- be aware of basic safety evacuation procedures;

- report unsafe matters and to voice concerns about health and safety through their form tutors or any other employees as appropriate.

SECTION 4: Arrangements and Procedures

1) Accident Reports

All accidents and injuries to any person on the school premises must be reported. Accidents/ Incidents Forms are available from the School Nurse and staff rooms. Accidents/Incidents form has detailed clear procedures on reporting.

2) First Aid

KFA will adhere to the Code of Practice as laid down by DfE. The school has a qualified full time nurse who is responsible for the medical and first aid provision in the school. Adequate number of staff will be given training in first aid techniques to give them a basic minimum level of competence. A list of trained first aiders will be displayed all round the school.

Supplies of first aid material are held in the school medical room and other appropriate locations such as the staff rooms will be managed by the school nurse.

In the event of medical assistance being required during school hours, the school nurse should be contacted. If she is not on duty, a designated first aider should be contacted. If all else fails, contact the emergency services directly.

A record will be made of each occasion that first aid treatment is given either on school premises or related buildings or as part of a school related activity carried out on behalf of the school.

3) Evacuation Procedures

The Academy will ensure that an emergency procedure is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the premises. This procedure will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss.

This sequence will determine the priorities of the emergency plan. Staff, students and users of the school site and other locations will regularly rehearse this plan i.e. half termly fire drills

4) Risk assessments/COSHH

Each person in charge of an area will ensure that a regular risk assessment is carried out and specific safety rules are identified and applied. Any area using substances which fall within COSHH Regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances. Risk assessments are co-ordinated by SBM with responsibilities for health and safety.

5) Visitors to the school site

All visitors/contractors must report to Reception and sign in the visitors' book. All visitors/contractors must carry the identification provided which is currently a school visitors' badge. It is important that unauthorised callers are challenged as to the nature of their visit.

6) Intruders on the school site

It is recommended that Security staff should assess the risk of challenging unauthorised callers and where appropriate two members of staff should be involved.

7) Safety training

All staff new to the school will be appraised of our Health and Safety Policy and Health and Safety will be included in our Induction Programme. Other training will be given when and where necessary, as appropriate to the nature of the task.

8) Personal safety

The school includes Personal Safety as one of the themes in the Personal, Health and Social Education (PHSE) Programme for students. In this work we impart skills and knowledge to enable students to be aware of ways in which they can help themselves to keep safe.

9) Minibus

Staff volunteering to drive any minibus in connection with their employment must accept that they take on additional responsibilities which they should not do without knowing they are fit, sufficiently rested, trained, experienced and properly authorised to do. They must notify the person in charge of the minibus of any change in circumstance.

10) Smoking

The Academy is a no smoking site.

11) Inspection of electrical equipment

Inspection of portable electrical equipment and fixed installations will be carried out in line within the H and S Executive guidelines.

SECTION 5: Monitoring the implementation of the policy

Responsibility for ensuring the effective implementation of this policy, and monitoring matters of health and safety, lies principally with the Director and the School Business Manager.

Its terms of reference involve monitoring the health, safety and welfare of all employees, students and visitors; and to monitor and take appropriate action in response to any change in circumstance. They will take responsibility for monitoring:

- deficiencies and potential hazards in premises, equipment and site;
- accident reports;
- risk assessments;
- training and provision of information;
- emergency evacuation procedures;
- first aid procedures;
- legislation, regulations and advice received.

The Academy should, as far as is reasonably practical, take prompt action in response to hazards and risks known to it.

There will be an annual audit of the whole school site by a nominated person, and reporting to the Academy.

Each member of school staff is responsible for monitoring their area of work and reporting all incidents, deficiencies and potential hazards by:

- alerting the premises team;
- reporting the matter to the School Business Manager
- reporting the matter to a senior member of staff;
- completing and forwarding accident report forms;
- completing all necessary risk assessments;

Any employee, when faced with a potential hazard, is expected to take appropriate precautions, including removing students from the immediate area if necessary, whilst not placing themselves in danger.

List of other sources

HSE Website www.hse.gov.uk

HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>

DfES School Security website www.dfes.gov.uk/schoolsecurity

DfES Health and Safety of Pupils on Educational Visits: A Good Practice Guide http://www.dfes.gov.uk/h_s_ev/index.shtml

DfES/DH Supporting Pupils with Medical Needs: A Good Practice Guide -<http://www.dfes.gov.uk/medical>
DfES Guidance on First Aid for Schools <http://www.dfes.gov.uk/firstaid>

MANAGING MEDICINES IN SCHOOLS AND EARLY YEARS SETTINGS, DfE 2015

DfE Health and safety: advice on legal duties and powers, February 2014
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

Risk Assessment Form

Name of the assessor: _____

Date of assessment: _____

Subject: _____

Step 1	Step 2	Step 3	Step 4	Step 5	
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Actions – Who , When	Done tick
Spot hazards by: walking around your workplace; asking your colleagues, what they think; Don't forget long-term health hazards	Identify groups of people. E.g. Pupils, staff, parents, contractor personnel or general member of public	List what is already in place to reduce the likelihood of harm or make any harm less serious	You need to make sure that you have reduced risks ' so far as is reasonably practicable '. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done .	Remember to priorities. Deal with those hazards that are high-risk and have serious consequences first- what	

Signature of the risk assessor: _____

Dated: _____

Risk assessment agreed by : _____

Signature: _____ Dated: _____



Health and Safety Report Form

1. Use this form to report any **incident, accident, injuries, diseases, work related ill health, dangerous occurrence, near misses.**
2. Complete this form immediately after the incident or arrange for someone to do.
3. Give the completed form to the school health and safety manager or you line manager.

Section 1 About the incident

1.1 What are you reporting?

Incident/Accident/ Dangerous occurrence/Near miss/
anything else

1.2 When did it happen?

Day: _____ Date: _____ Time: _____

1.3 Where did it happen
(give precise location)

1.4 Name of the person reporting

1.4 What happened? Describe the incident, accidents, dangerous occurrence, near miss etc, including activities that lead to it, and details about any equipment, substances or materials involved.

1.5 Witnesses

Name and contact details on anyone who witnessed the incident

Name	Contact number (Mobile)

Section 2 About the person injured/involved

Name of the person:

Contact details

Status Staff Student Visitor Contractors Others

If students, Name of the parent/ guardian:

If visitor , school contact name

If contractors, Employer's name

Section 3 First Aid details

(if a first aider or school nurse attended he/she should complete this section.)

First Aid provided: YES/No/ Not applicable	Time of attendance:
If yes, give details	

Section 4 Post incident action

What happened to the injured person afterwards
(circle appropriate response below)

*Resumed work/activity *Went home *Went to hospital
*other: specify

Action taken to make the situation/environment safe

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