Health and Safety Policy – Responsibilities, Arrangements, Powers and Procedures

This policy applies to the whole school

It is inclusive of activities outside of the normal school hours. It applies to all staff (teaching and support staff), the proprietor and volunteers working in the School. The Policy is publicly available on the School website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school.

Legal Status - being prepared with regard to the:

- Health and Safety at Work etc Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (DfE: Jan.2015)
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises of and Accommodation at Schools of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations in force 2015.
- Health and Safety: Department of Education (DfE) Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (DfE February 2014)
- *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) www.hse.gov.uk/riddor Tel: 0845 300 9923.
- http://www.hse.gov.uk/services/education/sensible-leadership/index.htm

The School has regard to Government recommended guidance and advice from the Outdoor Education Advisers' Panel (OEAP) on school trips and offsite activities.

Issue Status, Distribution and Authorisation: Any changes to these documents shall be made by re-issuing the whole of the document in electronic format. The Headteacher is responsible for issuing these documents on behalf of the Council of Management.

Monitoring and Review: This policy will be subject to continuous monitoring, refinement and audit by the Health and Safety Manager. The Proprietor and Headteacher undertake a formal annual review of this policy and of the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number. The School has an annual health and safety audit.

Reviewed September 2026
M Barlow and A Kenyon
Assistant Headteachers

Signed

Date:6 September 2024
Mr.R.Luckham

Proprietor's Representative

KINGSWOOD SCHOOL

This policy was last reviewed agreed by the Proprietor of the School in September 2024 and will next be reviewed no later than September 2025 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Introduction

Kingswood is committed to improving Health and Safety management in all activities. Guidance entitled 'Successful Health and Safety Management' and 'Leading Health and Safety at Work' published by the Health and Safety Executive and the Institute of Directors will be used to develop our approach to managing risk. The emphasis in both pieces of guidance is that senior management are expected to lead the organisation's Health and Safety, and measure its performance along with other business activities.

The success of this strategy will be defined by all our stakeholders understanding and fulfilling their individual and collective responsibilities in controlling risk and meeting Health and Safety objectives In turn it will reduce business interruption, reduce the number and severity of incidents while improving the health, safety and wellbeing of employees, pupils and others who may be affected by our activities.

The main elements include:

- **Plan –** We develop an approach that sets objectives and measures those objectives on a regular basis.
- **Do** – We have management systems and practices to ensure that risks are dealt with sensibly, responsibly and proportionately.
- **Check** – We have monitoring and reporting arrangements and check our risk assessments.
- **Act** – We have an annual external Health and Safety audit which includes whether we are effectively managing risk and protecting people.

The overall and final responsibility for Health and Safety is that of the Proprietor. The day to day responsibility for ensuring this and other health and safety policies are put into practice is designated to the Headteacher and who is also responsible for ensuring that the health and safety organisational chart is kept up to date and posted in appropriate locations around the premises. The signing and dating of this document signifies that this policy and all other policies and procedures relating to health and safety have been reviewed or considered for review.

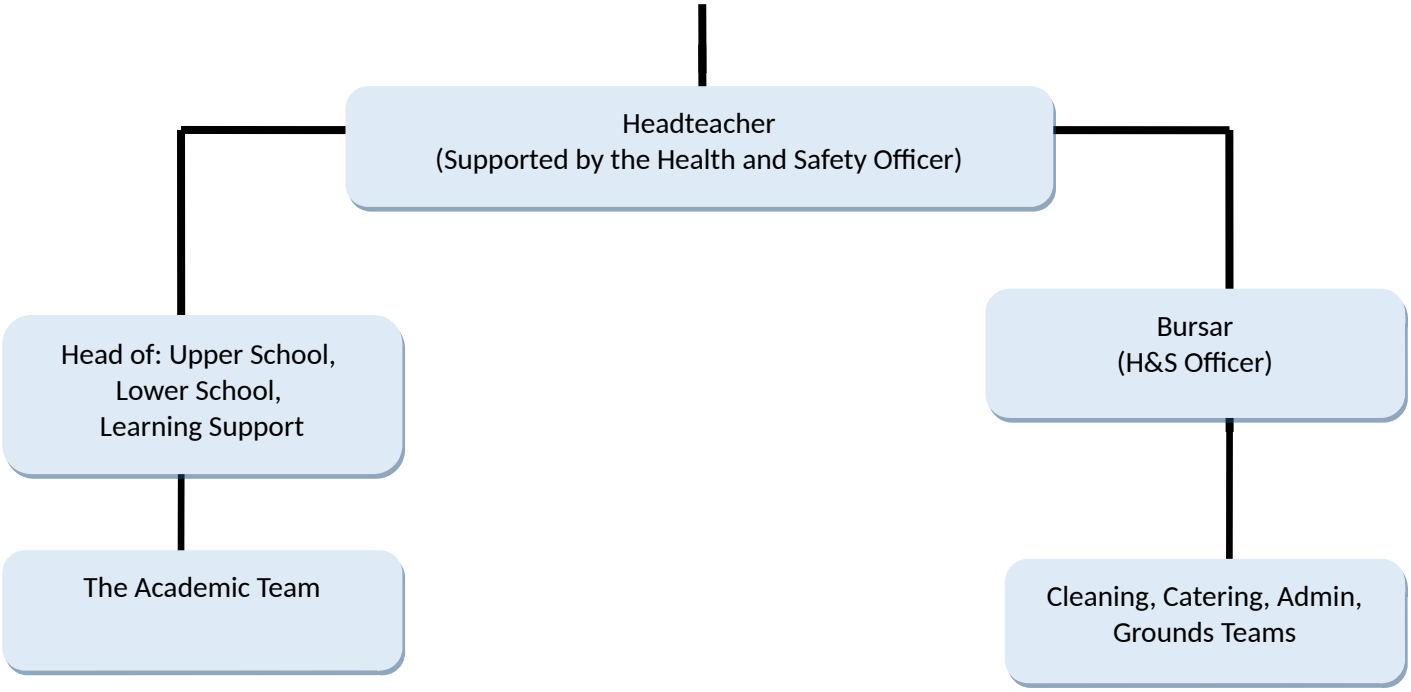
DfE Guidance 2011 *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* requires the proprietor to:

- have a general statement of policy, which includes who is responsible for what (delegation of tasks);
- make arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.

Responsibilities, Arrangements, Powers and Procedures

The *Health and Safety at Work Act of 1974* places responsibilities on all our staff. The organisation chart shows who the members of staff are and what responsibilities each of them have. This will be amended and updated as and when appropriate. We also have a Health and Safety Law Poster in the staff toilet that summarises our responsibilities as an employer and the responsibilities of our staff as required by law. The reporting lines for health and safety differ in some ways from those reporting lines that are applicable for any other issues and concerns, an example of which is the child protection procedures. In order to discharge our duties effectively, we have established a Health and Safety committee. The appointed and delegated day-to-day responsibility for ensuring that this and other Health and Safety policies are put into practice is carried out by the Headteacher and the Health and Safety Officer.

Proprietor (Supported by The Council of Management)



OUR POLICY

General Statement: In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the Proprietor to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of employees, children, parents, visitors and volunteers in any school activity whether it be on the School site or off site. This policy also applies to any persons, including contractors, employed by or on behalf of the Proprietor, who visit or work at sites in the control of the Proprietor. The Employer has the power to ensure that the health and safety policy is carried out in-school and on all school activities. The Headteacher manages the implementation and monitoring of the policy for the Proprietor.

The arrangements outlined in this policy statement and the various other safety provisions made by the Proprietor cannot in itself prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Proprietor will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the School premises, or while taking part in school sponsored activities

Employer duties: The Proprietor has a duty to:

- be familiar with and ensure the School adheres at all times to the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the School, in particular the Management of Health and Safety and Work Regulations;
- ensure that all staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care;
- where appropriate, ensure that staff and parents are made aware of risks identified and of the systems and procedures we put in place to deal with these risks;

- provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities and provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding on actions to take in the event of any emergencies;
- train and supervise all our staff in the particular health and safety issues that affect children and ensure that activities undertaken by the School both on and away from school site are risk assessed and safely managed;
- monitor and review this Policy and the various systems procedures in accordance with statutory requirements;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

Kingswood School ensures arrangements are made to safeguard and promote the welfare of pupils at the School and that such arrangements have regard to any guidance issued by the Secretary of State. The Proprietor takes into consideration:

- safeguarding arrangements including safe recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
- procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
- the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
- the provision of a safe and secure school and boarding houses environment, including the elimination of potential risks to pupils' welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of pupils with priority needs
- the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations
- how effectively the arrangements for pupils' care in the event of sickness, accident or injury are implemented and how our pupils are supervised during school hours;
- the effectiveness of the School's monitoring and recording systems for pupils' attendance and punctuality
- how well the School reviews admission arrangements and makes adjustments to ensure the accessibility of the School's premises and curriculum for all pupils ;
- the way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;
- the views expressed by pupils, and different groups of pupils, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying;
- how our pupils are supervised during school hours;
- the views of parents and carers, staff, proprietors and others;
- effective control regimes to prevent risks arising from animal borne disease, in respect of pigeons, rats or other pests.

Employee duties: The Health and Safety at Work etc Act 1974 states:
'It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of him/herself and of any persons who may be affected by his/her acts or omissions at work, and
- in regard to any duty or requirement imposed on his Headteacher or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

The Act also states that: 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.' All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- be familiar with this Health and Safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Proprietor.
- take part in health and safety training as required, inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.), and only undertake any task for which they have been trained;
- take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.);
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness as well as know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully with their employer on health and safety matters, including following safe systems of work and ensure that all tools, machinery and equipment are adequately guarded, are in good and safe working order;
- ensure that storage and use of toxic, hazardous and highly flammable substances is minimised, or where this is not practical, are correctly used, stored and labelled;
- report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk and use the correct equipment, tools, protective equipment and clothing for the job;
- report all accidents and near misses immediately, whether injury is sustained or not using an Accident Report form, promote and achieve high standards of health and safety suggesting improvements and ways of reducing risks and co-operate with other employees in promoting improved safety measures;
- act as a prudent parent when in charge of pupils, as they have a duty to under common law.

If employees they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. The Headteacher will work with the employer to ensure that the procedures at the School are proportionate, effective and appropriate. There are regular H&S updates in the weekly staff notices circulated to all staff.

Consultation arrangements with employees: The School will maintain effective lines of communication to enable relevant health and safety information to be passed to members of staff. There is a Health and Safety committee with terms of reference. Membership includes staff representatives. Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards. Staff are informed of updates with regard to health and safety through our weekly staff meetings and in the case of immediate changes, staff are consulted individually by the Health and Safety Advisor.

Responsibilities of the Council of Management: The Council of Management of Kingswood School, acting via the RO, are responsible for ensuring the implementation of this policy within the School. In particular they will:

- monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and revise and amend it on a regular basis as necessary;
- prepare an emergency evacuation procedure and arrange for the periodic practice evacuation drills to take place at least once a term and for the outcome to be recorded to facilitate improvement;
- ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;

- make arrangements to draw the attention of all staff employed at Kingswood to departmental safety policies and procedures together with any other safety guidelines and information issued by the relevant authorities;
- ensure that the registration book to record the arrival and departure of all visitors is completed;
- make arrangements for the implementation of accident reporting procedures and draw these to attention of all staff at the School as necessary;
- ensure that regular staff inspections are undertaken;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
- ensure that any defect in the fabric of the building is attended to immediately or as appropriate, whilst ensuring in the interim that arrangements are made to limit the risk identified;
- monitor through the Health and Safety Officer the activities of contractors, hirers and other organisations present on site as far as it reasonably practical;
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others, while providing a health and safe environment for pupils to enjoy learning;
- make themselves more 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 that are relevant to the work of the School, in particular the Management of Health and Safety and Work Regulations 1999;
- ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the pupils in our care, including compliance with the Solihull Local Safeguarding Children Board locally agreed inter-agency procedures and Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" 2015;
- provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
- minimise cases of injury and work-related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
- seek support from and consult with employees on matters concerning their Health and Safety;
- provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- have a clear understanding on actions to take in the event of any emergencies;
- train all staff in the particular Health and Safety issues that affect pupils;
- ensure that activities undertaken by the School both on and away from school site are risk-assessed and safely managed;
- adopt and maintain an effective policy organisation and arrangements for the provision of Health and Safety throughout the School;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* 1995 (RIDDOR);
- ensure Health and Safety, along with Safeguarding (Child Protection), are fixed agenda items at meetings of the Council of Management.
- ensure duty rotas take into consideration both regulatory and best practice staffing ratios for the age range of the School community (2 – 16 years old);
- ensure specific controls and procedures are in place for the safety of the pupils in our care from the point of arrival to the point at which they depart.

Health and Safety duties: The Proprietor has appointed the Headteacher, supported by the Health and Safety Officer and the Senior Leadership Team, along with specialists in the School eg school chef, to ensure that Health and Safety is effectively implemented. The Health and Safety Officer acts as the focal point for day-to-day references on safety and gives advice, obtaining, where necessary, external advice. This also includes responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are

met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils/pupils, visitors and any other person using the premises or engaged in activities sponsored by the School. The Health and Safety Officer will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. The role includes, but is not limited to the following:

- Monitoring the Health and Safety policy, ensuring that Proprietor, Headteacher, employees and other persons involved with the School have knowledge of it and are carrying out their duties in accordance with it.
- Being aware of and ensuring compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School.
- Ensuring that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensuring that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used, and that it receives planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Collating accident information and, when necessary, carry out accident and incident investigations.
- Ensuring that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Keeping up to date with current legislation and informing other staff and volunteers as appropriate.
- Making annual health and safety inspections.
- Producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information.
- Ensuring that the fire drill instructions are in all rooms. Ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections.
- Ensuring that regular visitors observe the School's safety rules. Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Proprietor on health and safety matters.
- Investigating any specific Health and Safety problem identified within Kingswood School and taking or recommending remedial action as appropriate such as a method of working ceasing on Health and Safety grounds on a temporary basis subject to further consideration by the Council of Management.
- Ensure that the procedures and practices identified on the Appendix to this policy are in place.

The Headteacher undertakes to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace. The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. Because the Employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the Employer. However, in some circumstances, for example where an employee failed to take notice of the Employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Duties of Staff Holding Posts/Positions of Special Responsibility: These staff:

- have a general responsibility for the application of the Proprietor's safety policy to their own area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that area of work and follow the advice or instructions given by the Headteacher including complying to the relevant parts of this statement;

- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g., chemicals, boiling water, duplicating fluid, guillotines);
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Headteacher;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the Headteacher or any relevant adviser appointed by the Proprietor and shall propose to the Headteacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Arrangements:

- We have a dedicated Health and Safety Officer.
- We have registration books to record the arrival and departure of all staff, children, parents, visitors and contractors who enter our school.
- We require all employees and volunteers to sign that they are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the School.
- We ensure that children do not have access to any medicines, foods or drinks to which they are allergic. Details of these are provided in a separate document and are given to all staff.
- Only those staff who are registered child carers and those who have been checked by an 'enhanced disclosure' from the DBS (Disclosure and Barring Service) are allowed unsupervised access to the children in our care.
- A minimum of two staff are always present whenever any children are on our premises. All staff are trained in emergency first aid and at least one member of staff who has a current full first aid training certificate is present at all times whilst children are on our premises.
- Parents, visitors, contractors etc. can only enter the building through the main entrance.
- All children in our care are regularly reminded of what is safe and not safe to do when on our premises.
- We have installed smoke detectors fire alarms and fire extinguishers in all fire risk areas. These are checked on a weekly basis. We ensure that everyone can hear the fire alarm when it is raised.
- We regularly practise what to do in the event of a fire and make sure all the children in our care know what to do if they hear our fire alarm.
- Head injuries will always be reported to parents and carefully monitored.
- We only use safety-approved substances for use by children, such as non-toxic glues and paints. We only use water-based products, not solvent-based ones.

Working Together to Safeguard Children (HM Gov: March 2015), helps to outline individuals' responsibility in promoting the safety and welfare of all children. We also comply with *Keeping Children Safe in Education Statutory guidance for schools and colleges* (KCSIE) (DfE, July 2015). Our school is vigilant and alert to triggers and situations that may put children at risk, and we must be proactive in taking action. Communicating with children effectively is crucial. To do this, we need to know their personalities and be sensitive to their specific needs.

Child protection: If an employee or volunteer suspects that a pupil may be the victim of abuse, he/she should immediately inform the School's Designated Safeguarding Lead (DSL). It is the School's policy for the School to

comply with the Local Authority's Child Protection Procedures. We require all adults and volunteers working in the School to comply with the Safer Recruitment Procedures. The School has a separate Safeguarding and Child protection policy which is reviewed annually.

Supervision of pupils: In addition to this being built in to the day-to-day working practices at Kingswood School we also have a separate policy that clearly states the Schools approach. We make professional judgements taking into the consideration the age of the pupils and activities in which they are engaged. No pupil is to be allowed unattended into areas of the School which could be deemed hazardous and classrooms where hazardous substances or equipment is stored for teaching purposes will be used solely for the purpose of teaching lessons and remain locked at all other times.

Internet: Please refer to our ICT – E-Safety Policy including Prevent Duty. We use only a filtered service, selected links and child-friendly search engines. Staff use Child Exploitation and Online Protection (CEOP's teaching materials. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the School's website, or in newsletters and other publications.

Arrangements for the Comfort of Children and Staff

- Safe, adjustable heating systems keep the premises warm.
- Our windows are safe, and allow sufficient light through.
- Most doors have safe vision panels fitted so that pupils can be seen before opening.
- Our floors are designed to minimise slips and trips and are regularly checked to ensure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room as well as lockable cabinets for the storage of any potentially harmful items.
- We have sufficient ventilation and air circulation systems.
- Fresh drinking water is available at all times. There is no access to any water supplies that are not safe for drinking.

Arrangements for Hygiene:

- We provide protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.
- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. The temperature is checked daily.
- Only safety-approved cleaning materials are used.
- We have a daily cleaning schedule to cover all areas accessible by children.
- We teach our children about the importance of hygiene and keeping their hands clean.
- Any animals on site are checked via a Pet Passport and presenting valid inoculation certificates to ensure they do not pose a threat to children's health. Any unchecked animals, such as pets, are strictly forbidden. Dogs and other pets (excluding guide dogs) must remain with their owner at all times and under full control by means of a suitable lead or restraint.

Risk Assessment: The proprietor ensures that- (a) the welfare of pupils at the School is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy in compliance with Health and Safety Work regulations 1992; and (b) appropriate action is taken to reduce risks that are identified. Our Risk Assessment Policy is an integral part of our health and safety procedures and expands on the detail given

in this Health and Safety Policy. Our Risk Assessment Policy, when read in conjunction with this Health and Safety Policy, demonstrates that our risk assessment is systematic with a view to promoting children's welfare. Particular attention is paid to key areas of risk such as supervision and school trips. The policy content includes: when risk assessments should be completed; who is responsible for drawing-up and checking these; recording (including any pro-forma); training for staff.

- Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The Headteacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all school-sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. A regular programme of planned assessments is to be completed. In high-risk areas, risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported to the Headteacher who will prioritise issues and assign resources to undertake remedial/control measures where required.

Staff Training in Health and Safety, including Risk Assessment: Staff training in child protection, Prevent duty, first aid, fire safety, educational visits, curriculum specific activities and COSHH is a set agenda item for the Health and Safety Committee. Kingswood will provide information, instruction and training in health and safety matters including this Health and Safety Policy appropriate to the needs of the individual or group of staff members. In doing so, consideration will be given to the nature of the duties held by staff members and the potential hazards that either they or others within their charge may be exposed to. Newly-appointed employees could be vulnerable to any risk therefore all relevant Health and Safety matters are drawn to their attention at an early stage. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee should be particularly alert for hazards. Fire Marshals are trained to perform their duties and will receive refresher training as appropriate.

All pupils are expected, within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils;
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous;
- Observe all the safety rules of Kingswood School and, in particular, the instructions of teaching staff in the event of an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Recording and Reporting accidents to staff, pupils and visitors: The Headteacher ensures that Kingswood School complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which the School is required to report to the Health and Safety Executive (telephone: 0845 300 99 23) the following:

- Deaths, major injuries, more than seven day injuries;
- An accident causing injury to pupils, members of the public or other people not at work where they are taken to hospital and is out of or in connection with work;
- A specified dangerous occurrence.

All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in

connection with the School. This will be kept by the School Office. Records should be stored for at least three years or if the person injured is a minor.

The Curriculum: We teach the pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in Personal, Social, Health, and Economic Education (PSHEE) along with Citizenship; reinforcing these points in Science, where children also learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our school promotes the spiritual growth and welfare of the children through the Religious Education curriculum, through special events such as harvest festivals and through collective worship. Each class has the opportunity to discuss problems or issues of concern with their teacher. Tutors use tutor time to help pupils discuss and overcome any worries that they may have. Teachers handle these concerns with sensitivity.

First Aid and Medication: Please refer to the School's separate First Aid Policy. Kingswood has in place: practical arrangements at the point of need; the names of those qualified in first aid and the requirement for updated training every three years; at least one qualified person on site when pupils are present; ways to show staff how accidents are to be recorded and parents informed; access to first aid boxes; arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes); hygiene procedures for dealing with spillage of body fluids; and guidance on when to call an ambulance.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. All staff will be aware of how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid-signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the School premises or as a part of a school-related activity. If a pupil requires medication whilst in the care of the School, the parent should notify the School in writing and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the School policy as stated by the Headteacher. The School complies with the Regulatory Requirements, Part 3, Paragraph 12, of the Education (Independent School Standards (England) Regulations 2014.

- Health and Safety Department of Education (DfE) advice on legal duties and powers for local authorities, Headteachers, staff and governing bodies.
- Health and Safety Manager (HSM) School trips and outdoor learning activities tackling the health and safety myths (HSE July 2011).

Occupational Health Services and Managing Work-Related Stress: As a good employer we take our duties and responsibilities with regard to the welfare of both staff and pupils very seriously. The School has access to occupational health services including specialist medical and counselling facilities if so required and has the appropriate policies and procedures and working practices in place.

Arrangements for Activities:

- Adults accompanying residential trips have a DBS enhanced certificate and must have made a risk assessment.
- We inform parents of plans for events on our premises.
- We always ensure adequate staffing ratios at all times.

- We insist that parents sign consent forms to take the children away from the premises for an outing.
- We ensure that our staff have access to all necessary equipment for outings and that they use a checklist.
- We ensure we have means of communication during outings and a list of appropriate telephone numbers.

For further details please refer to Educational Visits, Off-Site Activities and Visitors' Policy.

Off-site Visits, Including Residential Visits and School-Led Adventure Activities: The School has a policy and procedures for Educational Visits and Off-Site Activities.

Adventure Activities using licensed providers: When planning an activity that will involve caving, climbing, trekking, skiing or water sports, we check that the provider holds a licence as required by the Adventure Activities Licensing Regulations now under the purview of the health and Safety Executive. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future. All Non-standard or Adventure activities must be subject to a structured risk assessment before being undertaken. All assessments must be supported by a backup plan which details measures to be taken in the event of the activity going wrong and participants put at the risk of harm.

Non-standard activities must be supervised by a member or members of staff with appropriate recognised qualifications and relevant experience. In certain cases, additional supervision may be provided by personnel from outside the School, who have relevant expertise and appropriate recognised qualifications. The School does not rule out the possibility of undertaking activities which contain an element of risk, though it does commit itself to ensuring that those activities are as well controlled as is practicable.

Transport: We only hire taxis, minibuses and coaches which are approved by the local authority, where drivers are DBS checked and each seat has either a seatbelt or a booster seat as is applicable. In advance of the trip pupils will be given clear safety instructions based on the risks associated with the particular type of travel. Children must sit only two to a double seat. Seat belts must be worn and where appropriate booster car seats should be used. In cases of long journeys, pupils will be given the opportunity to exercise after reasonable intervals. First-aid material must be carried and be readily available throughout the visit.

Behaviour of any person (including a parent) on the School premises: Our School has a written Behaviour Policy setting out the behaviour expected of parents on the premises and the procedures that will happen when the School wishes to restrict a parent's access to school premises because a person is causing a nuisance or disturbance. A parent who has been banned from entering school premises is trespassing if he or she does so without permission. Any violent behaviour will be reported to the police.

Theft or other criminal acts: The Headteacher will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the School site, the Headteacher will inform the police and record the incident in the incident book

Violence towards Staff: If there are any concerns about the behaviours of visitors they are required to leave the premises. With reference to pupils, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

Manual Handling: The School has in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately.

Slips and Trips: All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an incident and accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the School Office. Records should be stored for at least three years or, if the person injured is a minor, until the age of 21.

Non-Smoking: Please refer to our Staff Code of Conduct re smoking. Smoking is not permitted at any time on the school site. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment.

We aim to help pupils know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide pupils with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip pupils with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

Dealing with Health and Safety Emergencies: Procedures and Contacts: The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around Kingswood School. These procedures are updated on a regular basis and dated to indicate the latest update. The log book for recording and evaluation of practice and evacuation drills will be held securely at Reception. The Headteacher has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Headteacher which are specified in the daily routines.

KINGSWOOD SCHOOL has in place a Critical Incident Plan in the event of a Health and Safety Emergency. This plan details the procedures and contacts for dealing with a health and safety emergency. For specific details, please see our 'Critical Incident Plan' which forms part of our Health and safety Manual.

Restraint: All members of staff are aware of the regulations regarding *The Use of Force to Control or Restrain Children* as set out in Education Act 1996. Teachers in our School do not hit, push or slap children. Staff only intervene physically to restrain children to prevent them injuring themselves or others, damaging property or committing a criminal offence. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Headteacher and recorded in the child's personal file. The child's parents are informed on the same day. Records are kept of when force is used and parents are informed. Guidance is given to all members of staff (as defined above) on the circumstances in which physical intervention is allowable.

Arrangements for the Safety and Security of Equipment: The following arrangements are put in place to look after all equipment on the premises as well as any hired or purchased equipment:

- Electrical equipment and installations are checked by competent persons or organisations.
- Gas heating boiler and supply lines above ground are regularly checked (annually) the Boiler Service Contractor. Access to these is strictly controlled.
- Playground equipment conforms to British Standards for safety and allows sufficient space in between for safe movement and access.
- Internal play equipment is assessed for safety and suitability prior to use by Head of Games, annually.
- Regular visual checks are made on the integrity and safety of all play equipment used externally. Suspect equipment is taken out of service until repaired.
- Formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation.

Electrical systems: The School will ensure that all permanent electrical systems and wiring are maintained in good and safe condition. Periodic reviews of electrical systems will be undertaken so as to support this approach. Portable electrical equipment is visually checked by staff before use and if any defects are noted the item is put out of use. In addition, both school and student owned portable electrical equipment items are subject to a regular check in line with guidance on checking of electrical equipment.

Management of Asbestos: An Asbestos survey has been undertaken with recommendations implemented; the School has in place both a policy, management plan and a specialist checklist for the management of asbestos. The School complies will the regulatory requirements for the management of asbestos.

Control of Substances Hazardous to Health (COSHH): Integral to our COSHH Policy are both the inventory and risk assessments. Only trained staff will be permitted to use the substance. When evaluating substances, any fumes/ gasses/ vapours and dusts generated by processes will also be assessed.

Contractors will be reminded of their responsibility to notify Kingswood should they need to use any substance that may be hazardous and appropriate control measures will be put in place. If the School feels that the control measures are insufficient, the contactor will not be permitted to start work until an alternative can be found. This may mean postponing the work until staff/students are not present.

Working at Height: Any situations where work may need to be carried out at height are in consultation with our Health and Safety Officer. If any work on fragile roofs is required, then this will be sub-contracted out to a specialist roofing contractor who has been vetted for competence and who has supplied a satisfactory method statement. No work will be carried out near any openings or holes in a roof (or floor surface) or near its edge, unless suitable control measures have been put in place. Suitable measures will include provision of secure coverings over holes or openings, and provision of suitable roof edge protection. We have produced a separate document which relates to staff working at height in our school. For more information, please see 'Working at Height' in our Health and Safety Manual.

Workplace Safety for Teachers, Pupils and Visitors: The duties and responsibilities of the key people are identified in this policy; detailed documentation is in place in support of this statement. Regular visitors and other users of Kingswood e.g. contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the School.

School Security: While it is difficult to make the School site totally secure, we will do all we can to ensure the School is a safe environment for all who work or learn here. We require all adult visitors to the School who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the School premises. We provide all adult visitors to the School with a Guidance Leaflet, which includes matter on Health and Safety. Staff must report to the School office immediately any visitor who is not identified with a school badge. If any adult working in the School has suspicions that a person may be trespassing on the School site, he/she must inform the Headteacher or School Office immediately. The Headteacher will direct any intruder to leave the School site straight away. If this does not occur the Headteacher will contact the police immediately.

Reporting Injuries to Insurers: All injuries which might foreseeably lead to a civil claim for damages, should be referred to the Headteacher, who will ensure that the relevant insurer is informed. Where the School receives a

claim for damages, then that claim must, without delay, be referred to the School's insurance company.

Selecting and Managing Contractors and those hiring the premises: When the premises are used for purposes not under the direction of the Headteacher then, subject to the explicit agreement of the Proprietor, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Headteacher. The Proprietor notes his residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy. The Proprietor or his designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times. If scaffolding is required to ensure safe access, then competent scaffolding contractors will be used to erect, maintain and take down scaffolding. All scaffolding must comply with European Standard EN12811-1:2003.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. Contractors may not commence work until they have reported to the School and ensured that any permit to work documentation is completed. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Proprietor will take such actions as are necessary to prevent persons in their care from a risk or injury. The Proprietor will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The procedures for selection, appointment and monitoring of contractors working within the School premises are defined in the Building Procedures. These have taken into account: the Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and safety along with building Contracts undertaken on educational Premises.

For Health and Safety purposes the School must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- the delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed 'the site';
- the scope of the Works, the name of the Contractor undertaking the Works, the dates and times of operations at the School.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the School is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

Display Screen Equipment: Kingswood will take appropriate measures to protect staff and students from risks arising from the use of display screen equipment and associated workstations. All computer workstations will be assessed in accordance with a standard protocol, to identify risk factors arising from the interface between the user, the equipment and the work environment. Please see our Health and Safety Manual for full details on our procedures.

Noise: The School will take all appropriate measures necessary to protect employees, students and others from damage to hearing due to noise caused by School or contractor operations. This will be achieved by avoiding the use of noisy equipment or processes in so far as this is practicable. Where this can't be achieved then suitable hearing protection will be provided to those who may be exposed.

Lettings and Hirers: The HSO is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health and ensures that the means of access and egress are safe for the use of hirers. The Headteacher is also responsible for fire escape routes and making sure exits are clearly marked for the benefit of unfamiliar users of the building. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment.

Hirers must comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on) and adhere to the capacity figures detailed on any lettings documentation. When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the Proprietor, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Proprietor and that they do not, without the prior consent of the Proprietor: Introduce equipment for use on the School premises; alter fixed installations; remove fire and safety notices or equipment; or take any action that may create hazards for any persons using the premises

Fire Safety: In compliance with the 'Fire Safety Order' (2005), Kingswood School has an annual external fire risk assessment audit which is formally recorded and reviewed. The Managing Director complies with the additional duties to: produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances; develop fire procedures and provide staff training (repeated periodically where appropriate); ensure the safety of staff or anyone else legally on the premises; carry out fire drills and contact emergency services when necessary; appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including firefighting and evacuation); have a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a 'competent person' (such as, ISO 9001 certified of BAFE approved) and provide staff and any others working on the School site with fire safety information also requiring staff to take reasonable care.

Personal Protective Equipment (PPE) and required Clothing: Kingswood School recognises that the use of PPE as a risk control measure is a last resort as it protects only the user and is at risk of not being worn correctly. The School will supply any PPE identified as a required risk control measure within risk assessments for carrying out activities in lessons. Employees who are required to use or wear any other PPE are provided with training on the circumstances in which it is to be used, the hazards it will protect against, the importance of correct use, and any limitation of the equipment. The training also includes how to inspect, clean, maintain and store the equipment and how to report defects and obtain replacements.

Further Information: With reference to the following statements, Kingswood has the required details, policies, procedures and working practices in place. Additionally documentation is in place concerning:

- Anti-bullying

- Behaviour management
- Employment
- Fire safety policy and audit and role of fire wardens
- First aid and the administration of medicines
- Risk assessment
- Safeguarding (child protection/safer recruitment, E-Safety and Prevent Duty)

Appendix 1

Specific responsibilities: The management procedures listed in Section 3 require certain individuals to implement them. The details and named individuals are shown in the following table. This list will be updated as appropriate to reflect changes in roles and responsibilities.

Details	Responsible Person(s)
Safety management: • Maintain and update the health and safety action plan. • Maintain the Health and Safety files. • Monitor progress with the inspection programme.	Health and Safety Officer
Risk assessments: 1. Oversee the maintenance of assessments. 2. Amend and update general assessments. 3. Carry out and maintain display screen assessments. 4. Carry out and maintain manual handling assessments. 5. Carry out and maintain COSHH assessments. 6. Water safety.	1. SMT 2. SMT and Headteacher 3. Health and Safety Officer 4. Health and Safety Officer 5. Health and Safety Officer 6. Health and Safety Officer
Fire and emergencies: • Oversee fire precautions. • Carry out alarm tests. • Maintain the fire log. • Water testing log.	Health and Safety Officer
Accidents, diseases and dangerous occurrences: • Make statutory accident and dangerous occurrence reports. • Maintain records of accidents, dangerous occurrences and diseases. • Scrutinise sick notes and make statutory disease reports.	Health and Safety Officer Health and Safety Officer Health and Safety Officer
Occupational Health and First aid: • Oversee the first aid provision. • Keep first aid boxes stocked.	Health and Safety Officer
Information, Instruction and Training: • Maintain training records. • Ensure that induction training is carried out. • Ensure that further training is provided where appropriate.	SMT
Workplace, buildings and contractors: • Arrange necessary maintenance for the workplaces, including the control of contractors. • Prepare and keep up-to-date a cleaning schedule.	Health and Safety Officer Head of Support Services

Pupil and Staff Safety and Security:	
1. Draft and maintain departmental safety rules.	1. SMT
2. Maintenance of departmental equipment.	2. Heads of Departments
3. Planning of events.	3. Staff supervising the event
4. Sports rules and equipment maintenance.	4. Head of Games / Health and Safety Officer
5. Upkeep of rules for off-site activities.	5. SMT
6. Compliance with off-site activity rules.	6. SMT
7. Upkeep of security policy.	7. Headteacher/ SMT
8. Routine implementation of site security.	8. Headteacher/ Health and Safety Officer

A list of all supporting policies and procedures is attached at the end of this policy. Further advice and guidance on many of the matters raised in this policy are available in the Health and Safety Manual. Specifically, there are details on:

List of Relevant Documents (All of the documents below need to be checked to make sure in place and up to date)

Absent Children: Children Missing Education, Lost Children, Missing Children	Lone Worker Policy including out of hours
Accessibility Plan and Reasonable Adjustment Policy	Manual Handling
Accident Policy and Procedure	New or expectant mothers
Alcohol & Illegal Substances Policy	Noise
Animals on site and farm visits	Non-smoking, Alcohol and Drugs policy
Answering the Door and Collection of Children	Occupational Health
Arson Prevention Policy	Office and Classroom Self-audit
Asbestos Management (and control of) Policy	Outdoor Equipment Inspection
Bad Weather Travel Policy	Outside Environment
Bereavement and Sudden Death of a Child	Personal Protective Equipment (PPE)
Food Policy	Playgrounds in Strong Winds
Children and young persons' employment	Reporting Injuries and Diseases
Complaints relating to health and safety	Risk Assessment Policy
Control of Contractors	Security, Critical Incidents and Criminal Acts
COSHH (Control of substances hazardous to health)	Sick Child Policy
Crisis Management and Critical Incident Plan	Slips, Trips and Falls
Critical Incident Report Sheet and Staff Personal Notes Form	Stress
Curriculum health and safety	Sun Safety Policy
Defect Reporting Form	Use of Vehicles on Site
DfE Guidance	Use of Vehicles to Convey |Children
Display Screen Equipment Policy	Violence and Personal Safety
Drugs and Alcohol policy	Visitors Policy
Electrical Equipment - Visual Inspection Form - PAT	Waste Policy
Glass	Work Equipment
Handyman Risk Assessment	Work Experience Policy
Headlice Policy	Working at Height Policy
Housekeeping	Workplace Health Safety Welfare Regulations
Hygiene Good Practice Policy	

Incident and Outbreak Management	
Incident Report Sheet	
Ladder safety policy	
Late collection of children	
Legionnaires Disease and Water T esting	

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I, the undersigned, have received a copy of The KINGSWOOD SCHOOL Health and Safety Policy.

I hereby confirm that I have read and understood this policy.

Signed…….

Print Name……

Date ……./……./……