



HEALTH AND SAFETY POLICY **STATEMENT OF INTENT**

This policy relates to the whole school including the Early Years Foundation Stage.

1.1 The Board of Governors of Kingswood House Preparatory School wishes to provide a safe and healthy environment for the Staff of the school, for the Children attending the school, and for Visitors, Parents, Contractors, and anyone else who may have business at our school. It therefore behoves the Board to ensure that all reasonable steps are taken so far as is reasonably practicable to fulfil its responsibilities within the framework of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1998, and has regard to advice from the DfE Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013) and other regulations which are brought into force from time to time. In addition, Approved Codes of Practice will be followed, and where appropriate the school will strive to achieve Best Practice.

1.2 Each and every member of Staff must recognise that there is a personal and collective responsibility under the Health and Safety at Work etc Act 1974, and subsequent Regulations.

1.3 The Organisation and Arrangements through which the Board of Governors of the school aim to achieve the requirements are set out in the following sections. They are supported by Appendices which may incorporate Approved Codes of Practice, Instructions, or reference to Best Practice in other publications.

1.4 This Statement will be reviewed biennially of odd numbered years. The Bursar, as Health and Safety Officer, will present proposed amendments to the Organisation and Arrangements for approval at the Statement Review, and she will amend the Appendices as Regulations and Approved Codes of Practice may change, calling them to the attention of Staff as required.

Signed

Chairman of the Board of Governors

Dated.....18th November 2019

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PART 2 - ORGANISATION

2.1 Responsible Persons

Chief Executive Officer	The Headmaster
Health and Safety Officer	The Bursar
Chairman of the Health and Safety Committee	The Bursar
Health and Safety Governor	

2.2 Health and Safety Committee

The Health and Safety Committee will consist of:

The Bursar	Chairman
Headmaster	
Deputy Headmaster	
Compliance Officer	
Teacher representative	
PE staff representative	
Maintenance and grounds staff	
Groundsman	

Any Governor is welcome to attend any Health and Safety Committee ex officio. The committee will meet termly, at a convenient date to inform higher level committees of its deliberations. Health and Safety will also be a standing item on the agenda of Staff management and Board of Governors' meetings.

2.3 Inspection Schedule

Inspections will take place on a termly basis as follows:

Full inspection by the Governor responsible for Health and Safety followed by a meeting of the Health & Safety Committee

Written reports, with a summary and recommended priority action list, will be submitted after inspections and made available to all members of staff insofar as they affect their health, safety, and welfare as required under the Health and Safety Regulations (Consultation with Employees) Regulations 1996. They will be published on the Health and Safety noticeboard and submitted to the Board of Governors.

2.4 The Role of the Health and Safety Committee, Board of Governors, and Management

The purpose of the Health and Safety Committee is the promotion of co-operation between the Board of Governors, the School Management, and all employees of the School in achieving and maintaining a safe and healthy workplace for all on the premises. The Terms of Reference of the Health and Safety Committee are:

- a. To receive reports of any accidents, incidents or near misses which have occurred since the previous meeting, and measures taken to prevent a recurrence.
- b. To receive reports of fire drills and fire incidents that have taken place, lessons learned from them and proposals for an improved Fire Safety posture.
- c. To identify relevant matters arising from Inspection Reports
- d. To monitor and report on progress in remedying any specific risks that may have been identified.
- e. To publicise information on new legislation or regulation that has implications for the school
- f. To achieve implementation within the School of safety advice provided by the Health and Safety Adviser.
- g. To put forward for Board of Governors' endorsement, every second year, a review of the School's Health and Safety Policy, Organisation, and Arrangements.
- h. To inform Governors of Management's monitoring of its implementation.

2.5 The Role of the Headmaster

As the Chief Executive Officer of the School the Headmaster has important roles in the context of the Health, Safety, and Welfare of his staff, pupils, their parents, and visitors to the School. They include:

- a. To make staff available for such health and safety training as the Governing Body may decide is necessary as recommended by the Health and Safety Officer.
- b. To lead by example in encouraging a safety culture, and in providing a safe and healthy environment for all users of the School site.
- c. To support the Health and Safety Committee in its deliberations and the implementation of its recommendations.
- d. To assist in communication of all matters of Health and Safety within the school staff.
- e. To include relevant aspects of the Health and Safety attitude and performance of staff in staff performance reviews, particularly with reference to Best Practice.
- g. To encourage the prevention of injuries and occupational illnesses in the management of the well being of School employees.

2.6 Role of the Bursar

As Health and Safety Officer the Bursar will:

- a. Manage the pursuance of the aims of the School in respect of health, safety, and welfare.
- b. Produce a written Health and Safety Policy, Organisation, and Arrangements document for the School, ensure its implementation, ensure that it is communicated to all members of staff, and to revise it as necessary.
- c. Be available to health and safety representatives and any member of the School staff to discuss and seek to resolve any health and safety issues not resolved at a lower level.
- d. Take, or direct to be taken, appropriate actions to remove or reduce potential hazards.
- e. Report to the Board of Governors, keeping the Headmaster informed, of cases where her own authority does not allow her to take any action she deems necessary to maintain the health, safety, and welfare of all persons at the School.
- f. To note revisions in legislation, regulation, Approved Codes of Practice and Best Practice, and to action or cause to be actioned them where necessary.
- g. Maintain all appropriate health, safety, and welfare records for all staff at the School in pursuance of statutory requirements and Best Practice.
- h. Receive written reports from safety representatives, and to respond in writing in a reasonable timeframe.
- j. Manage the termly health and safety inspections that are programmed.
- k. Ensure that all materials and equipment purchased for areas under her control are fit for purpose and safe without risk to health when used in accordance with instructions.
- l. Ensure that accidents, incidents, and near misses are properly recorded, investigated if appropriate, reported if appropriate, and all reasonable steps are taken to prevent a recurrence.
- m. Ensure that occupants and visitors to the site, including those working on the premises, are made aware of any hazards that may affect them.
- n. Coordinate actions to mitigate any unforeseen gap in health, safety and welfare provisions within the School.

2.7 Role of Safety Representatives

The **Safety Representatives and Safety Committees Regulations 1977** (for union staff) and The **Health and Safety (Consultation with Employees) Regulations 1996** govern the duties and provisions for Safety Representatives in the workplace.

2.7.1 The Employer shall consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his

employees to co-operate effectively in promoting and developing measures to ensure the health, safety, and welfare at work of employees, and in checking the effectiveness of such measures.

2.7.2 Safety Representatives/Employee Representatives have the following functions:

- a. to investigate potential hazards and dangerous occurrences at the workplace, and to examine the causes of accidents at the workplace
- b. to investigate complaints by any employee they represent relating to that employee's health, safety and welfare at work
- c. to make representations to the employer about the above
- d. to make representations on general matters affecting health, safety, and welfare at work of the employees at the workplace
- e. to carry out safety inspections in accordance with the regulations
- f. to represent employees he/she represents in consultations with any enforcing authority, such as the HSE or Local Authority
- g. to receive information from enforcing authorities in accordance with the Acts
- h. to attend meetings of safety committees in his/her capacity as a safety representative in connection with any of the above functions.

2.7.3 Any member of staff wishing to be appointed as a Safety Representative (for union members) or an Employee Representative (non union staff) should obtain full details in confidence from The Bursar. Time off for duties and appropriate training will be given.

2.8 Duties and Responsibilities of Employees

- 2.8.1** Section 7 of the Health and Safety at Work Act 1974 places a duty on all employees whilst at work to take reasonable care of themselves and anyone else who may be affected by their acts or omissions. They also have a duty to cooperate with the School Management in its pursuance of the maintenance of a healthy and safe workplace, such as participating in fire drills and undertaking training such as Manual Handling, Working at Height, and Asbestos Awareness.
- 2.8.2** Breaches of this act may be criminal offences. Failure to comply with a reasonable instruction that follows an Approved Code of Practice or recognised (by precedent) Best Practice raises a presumption that a related safety requirement was not complied with. School Management, employees, suppliers of goods and services, and (so far as Section 8 is concerned) members of the public are all subject to the Act.
- 2.8.3** The degree of care which is reasonable in any circumstance will be greater where persons of more than usual vulnerability are concerned, particularly with young children and employees with disabilities.

Their special requirements must be noted and taken into account in dealings with them at all times. Their possible inability to note and to respond to emergency arrangements must also be considered, and so far as is reasonably practicable, steps taken to mitigate their inabilities.

- 2.8.4 The School has a duty to ensure that employees who do not readily understand English are given information that is made available to others in a form that they can easily understand, be this by oral briefing, written translation, or pictograms.

2.9	<u>Areas of Responsibility</u>	<u>Managed by</u>
a.	Accident Reporting and Recording	Bursar
b.	First Aid	Bursar
c.	Accidents involving blood	First Aider
d.	Infectious Diseases	Bursar
e.	Administering Medicines to Pupils	Bursar
f.	Emergency Procedures and Drills	Headmaster
g.	Evacuation Notices and Signs	Bursar
h.	Fire Fighting Equipment	Bursar
j.	Control of Substances hazardous to Health (COSHH)	Bursar/Head of Science
k.	Electrical, Gas, and Water Safety	Bursar
l.	Occupational health services and managing work-related stress	Headmaster/Bursar
m.	Display Screen Equipment	Bursar
n.	Defect and Hazard Reporting	Headmaster
p.	Health and Safety Information	Bursar
q.	Risk Assessments	Bursar/Deputy Headmaster
r.	New and Expectant Mothers	Bursar/Compliance Officer
s.	Playground Supervision Rota	Divisional Head/Deputy Headmaster
t.	Clear Passageways	Bursar

u.	Security	Headmaster
v.	Alarm System	Bursar
w.	Intruders	Bursar
x.	School Journeys and Outings/Away Trips	Deputy Headmaster
y.	Minibus and Coach Safety	Deputy Headmaster
z.	Road Safety/Traffic Management	Deputy Headmaster
aa.	Storage	Management Team
bb.	Contractors on Site	Bursar
cc.	Other Site Users	Bursar
dd.	Consultation with Employees	Headmaster
ee.	Work Experience	Bursar

2.10 Schedule of Reviews and Record Keeping

Task	Frequency	Responsible Person	Comments
Review of Health and Safety Policy, Organisation, and Arrangements	Biennially in odd years, and when required	Bursar, Headmaster, Health and Safety Adviser, Chairman of Governors	New legislation, regulations, ACOPS and School Policies may cause adjustments between reviews. Appendices are kept up to date.
Review of COSHH arrangements	Whenever changes occur	Bursar, Head of Science	Central Record to be held by Bursar
Electrical Safety: Certification of fixed installations	No more than 5 years, in accordance with current IEE Edition Regulations	Bursar	
Record of maintenance inspections of fixed installations	Bi-annually, or as current regulations dictate	Bursar	Appliances inspected according to vulnerability, with visual inspection by user the most relevant safety measure
Record of Portable Appliance Testing	6 months to 4 years as advised at Appendix F	Bursar	
Record of Gas appliance testing	At least annually in accordance with current Gas Safety Register instructions	Bursar	Only Gas Safety Register accredited personnel may do this
Fire Safety: Record of Staff Training Record of nominated fire wardens, and their training Record of firefighting appliances check and	Induction and Annually Up to date. Retraining every three years Six monthly	Bursar Bursar Bursar	Carried out by contractor

maintenance Record of fire alarm testing Record of fire alarm maintenance Record of emergency lighting testing Record of emergency lighting back up battery maintenance Record of fire drills Record of false alarms	Weekly 6 monthly Monthly 6 monthly Termly As required	Bursar Bursar Bursar Bursar Bursar Bursar	Call points tested in rotation Carried out by contractor Carried out by contractor Log time taken, note lessons learned, review procedures if necessary Note reasons
First Aid Record of accidents/injuries Record of qualified first aiders Review of provision Record of training of first aiders	As required As required Annually and as required Keep up to date	Bursar Bursar Bursar Bursar	These should be tabled at Governors' meetings At least two fully qualified aiders must be available Arrange for replacement when a first aider leaves Necessary to arrange for refresher training
Record of manual handling training	Keep up to date	Bursar	
-training -visits to opticians -claims -re-testing -review of assessments	As advised Annually/on changes being introduced	Bursar	
Record of staff H&S representatives - staff representative training Record of other H&S training	Keep up to date On changes Keep up to date	Headmaster Headmaster Headmaster	
Record of young persons on work experience	Annually	Bursar	Full details to be kept
Record of school journeys, outings, off-site activities	On all occasions	Bursar	Full details to be kept, with risk assessment
Record of risk assessments Review of risk assessments	Keep up to date Annually, and on changes	Bursar/Deputy Headmaster/Compliance Officer Bursar	Central record to be kept by Bursar and checked annually by a Governor
Security: Review of security arrangements Record of incidents	Annually and as required Keep up to date	Bursar Bursar	
Record of maintenance of equipment	Annually	Bursar	
Review of smoking policy	Annually	Headmaster	
Review of policy on special medical needs Record of pupils with special medical needs	Every 3 years, or as required Annually or as required	Headmaster Senco Compliance Officer	
H&S Inspection reports	Termly	Bursar	
Record of visitors on school premises	Every occasion	Bursar/Deputy Headmaster	All visitors including contractors must check in and out, recording times

3. Health and Safety Arrangements

3.1 Accident and Incident Reporting and Investigation

Kingswood House School has legal obligations under the “Reporting of Injuries, Diseases and Dangerous Occurrences Regulations” (RIDDOR) to report certain accidents, ill health and incidents to the Health and Safety Executive. Details are included at Appendix A. In some cases reporting is required immediately and others within 10 days.

The Bursar will actually submit such reports using your information but in order to meet the time scales your recording/ reporting role in any situation should be carried out as quickly as possible.

3.1.1 Definitions

An **accident** is any undesired circumstances, which give rise to ill health or injury or damage to property.

An **incident** is any undesired circumstances that **could** cause an accident.

A **near miss** is an incident that very nearly did cause an accident.

3.1.2 What action is required?

Pupil and Staff Accident and Incident Reporting

All accidents, no matter how minor must be recorded. It is **not** necessary for an injury to be sustained by an individual - accidents where property or material damage occurs must also be recorded, as investigation of these incidents can help prevent injuries. Incidents and near misses that could be relevant in prevention of future accidents should also be reported; it is from the knowledge gained from incidents and near misses that sensible preventative measures can be put in place to reduce the likelihood of accidents

In the event of death, a specified major injury or a dangerous occurrence (see below) the Head of Department of the injured person/property must immediately notify the Headmaster.

In all other cases, it is the responsibility of each staff member supervising pupils or employee to complete an accident report if they were involved in an accident at the School. There are blank copies of Accident & Incident Report Forms and the statutory Accident Books are held in the School Office, by the First Aider and the Bursar. Both forms should be completed for every incident or accident, and originals sent to the Bursar for retention and subsequent reporting at Health and Safety Committee Meetings.

Where an accident involves any other person who is not a pupil, employee or trainee, or guest at the School, the most immediate member of staff present where the incident occurred is responsible for completing the accident reports. In these cases the completed report should be sent to the Bursar within three (3) working days of the accident.

3.1.3 Accident investigation

Accident investigation is a separate activity to reporting. As a part of our overall Health & Safety procedures each accident should be investigated to determine the cause and influencing factors and to identify where improvements can be made or see if procedures need to be reviewed. Heads of Departments of teachers reporting accidents or incidents will be requested to investigate accidents if the Headmaster deems it appropriate. For members of staff their Head of Department is responsible for investigation. For major accidents, or those accidents where a serious injury could have occurred, it may be necessary to involve the Health and Safety Consultant and Headmaster

3.1.4 To help with your investigation, find out:

- Details of injured party
- Details of injury, damage or loss
- What was the worst that could have happened? Could it happen again?
- What happened? Where? When? What was the direct cause?
- Were there standards in place for the premises, plant, substances, procedures involved?
- Were they adequate? Were they followed?
- Were the people involved pupils, who could reasonably have been expected to know how to avoid the accident, or competent adults, trained and instructed, or none of these?
- What was the underlying cause? Was there more than one?
- If it had happened before? If so, why weren't the lessons learned, or was there a different cause?

Most accidents have more than one cause – try to deal with the root causes.

3.1.6 Summary of Accident Reporting and Investigation Legislation

Death or major injury

If there is an accident connected with work and:

One of our pupils, employees or a self-employed person working on our premises is killed or suffers a major injury (including as a result of physical violence); or a member of the public is killed or taken to hospital;

The School must notify the Incident Contact Centre without delay (by telephone or email). They will ask for brief details about the business, the injured person and the accident; and within ten days this must be followed up with a completed accident report form (F2508 or email version).

Definitions of major injuries are given later.

The Incident Contact Centre at Caerphilly is on 0845 300 9923, or email
riddor@natbrit.com

Our local enforcing authority is Health & Safety Executive, East Grinstead
telephone number is 01342 334200

3.1.7 Definitions of major injuries, dangerous occurrences and diseases

Over-three-day injury for pupil or adult

If there is an accident connected with work (including an act of physical violence) and a pupil, employee, or a self-employed person working on the premises, suffers an over-three-day injury a completed accident report form (F2508 or on line) must be sent to the enforcing authority within ten days. An over-three-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than three days (including non workdays). This includes pupils away from school as a result of an incident or accident caused by them being at school.

3.1.8 Disease

If a doctor notifies you that a pupil or employee suffers from a reportable work-related disease then the School must send a completed disease report form (F2508A or on line) to the enforcing authority. A summary of the reportable diseases is given later. A full list is included with the pad of report forms and in the guide to the Regulations, or one can simply ring HSE to check whether a disease is reportable.

3.1.9 Dangerous occurrences

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g. by telephone). A summary of the reportable dangerous occurrences is given later. If in doubt the Incident Centre can help with the decision.

Within ten days this must be followed up with a completed accident report form (F2508 or on line).

3.1.10 Reportable major injuries are:

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

3.1.11 Reportable dangerous occurrences are:

This list summarises each of the dangerous occurrences

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipework;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or released;
- The following dangerous occurrences are reportable except in relation to offshore workplaces:
- unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point;
- 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- accidental release of any substance which may damage health.

3.1.12 Reportable diseases include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

3.2 First Aid

3.2.1 The Bursar is responsible for the management of First Aid at Kingswood House. The Deputy Head, the Head of Upper Prep, the School Secretary and the

Admissions Secretary have all completed the four day First Aid at Work Course. Ten other members of staff, including the Bursar, have completed an Emergency Aid for Appointed Persons course and the Head of Lower Prep and an LSA have complete the two day Paediatric First Aid course.

3.2.2 First Aid boxes are located in the School Office, the PE Office, the DT Prep Room, the Science Lab, the Year 1/2 Toilets and the Kitchen. The School Secretary is responsible for maintaining them.

3.2.3 If an ambulance has to be called, this responsibility will normally fall upon the Bursar, who also is responsible for informing parents. In her absence, the First Aider involved will carry out these duties.

3.3 Accidents involving blood

The Guidelines are at Appendix B. Accidents involving blood such as cuts, nose bleeds and grazes carry the danger of infection with Hepatitis B and HIV (AIDS). The procedures in Appendix B should be also followed for the cleaning up of other bodily products.

3.3.1 All incidents must be recorded as in Section 3.1

3.4 Infectious Diseases

Any suspected infectious disease must be reported to the Bursar who will telephone a parent to come and collect the child. Cases which give rise for concern should be referred to the School Nurse for advice.

3.5 Administering Medicines to Pupils

Guidance is given in the Staff Handbook. Any pupil having to take medicine during the school day, or who brings medicines into the school, must be directed to the School Secretary who will make the appropriate arrangements.

3.6 Fire Safety and Fire Risk Assessment

It is a requirement of the Regulatory Reform (Fire Safety) Order 2005 that Kingswood House has up to date Fire Risk Assessments carried out by a Competent Person. These are in place, and are reviewed annually, with the Bursar being responsible for ensuring that items listed on the Risk Assessment Action Plans are completed in a timely fashion. The findings of the Fire Risk Assessment are available to all staff, and are used to define the statutory fire training given to employees.

3.6.1 Fire Safety is a matter for all staff, pupils, parents, contractors and visitors to Kingswood House. Published procedures are to be followed for the safety of all, and fire safety equipment is not used for anything other than its proper purpose. For example, a 9 litre foam fire extinguisher being used as a wedge to hold a fire door open for the convenience of a few is a double breach of statutory regulation, and could place lives at jeopardy.

3.6.3 The Bursar will ensure that fire fighting equipment is maintained in good condition, and has not been tampered with or damaged. The Bursar is also responsible for the six monthly and annual servicing of fire safety equipment, and will maintain the required records, which may be demanded by the Fire Authority and the Independent Schools Inspectorate.

3.6.4 The Fire Alarm System. The Bursar is responsible for ensuring that the component parts of the fire alarm system are tested and serviced in accordance with statutory requirements and Best Practice. The fire alarm system will be tested weekly by the Bursar to ensure that the entire system functions properly, with full coverage. If any member of staff notices that an alarm is not functioning correctly at the time of testing, or that a fire detector appears to be at fault at any time, the defect should be reported to the Bursar immediately. The Bursar will arrange the necessary remedial action.

3.6.5 The Bursar maintains all servicing and testing records, which may be demanded by the Fire Authority and the Independent Schools Inspectorate.

3.7 Emergency Procedures and Drills

Emergency Procedures and Drills are at Appendix D. The Headmaster is responsible for revising them, communicating them, and ensuring that lessons are learned from practices and real events.

3.7.1 All staff, pupils, contractors and visitors are required to evacuate buildings on the sounding of the fire alarm, and assemble at the place indicated on the Fire Action Notice at their exit point.

3.7.2 The Bursar is responsible for keeping a record of all drills and evacuations, which may be requested by the Fire Authority and the Independent Schools Inspectorate.

3.8 Evacuation Notices and Signs

These are the responsibility of the Bursar. Kingswood House endeavours to maintain Best Practice in following guidance given in relevant Approved Codes of Practice and other publications, whilst not putting up so many signs and notices that they are ignored. Fire Action Notices, or Evacuation Notices, are displayed alongside all Break Glass Call Points, in all main rooms, and common areas.

3.9 Control of Substances Hazardous to Health (COSHH)

The Guidelines are at Appendix E. The Bursar is the responsible person. The School follows the Best Practice Guidance given in the HSE Publication INDG 136, which is included with Appendix E.

3.9.1 COSHH assessments are carried out within the following areas, with the appropriate Head of Department maintaining the up-to-date assessment. A master list of substances is held by the Bursar:

Caretaking (cleaning)

Science Department

Catering

3.9.2 The eight stage assessment is supported by appropriate Kingswood House Assessment Sheets extracting appropriate information from the Safety Data Sheets provided by the manufacturers (their statutory duty) of the substance/product. No substance which bears a hazard marking should be obtained for the school without its proper Safety Data Sheet.

3.10 Utilities - Safety

Guidance for the safe management of the use of Electricity, Gas, and Water is at Appendices F, G and H. The Bursar is the responsible person in dealing with the utility companies, and for ensuring that the varying statutory requirement for the safe usage of the utility, provision and maintenance of equipment using them, and the ultimate disposal of redundant or equipment beyond economical repair is managed in accordance with current Best Practice.

3.10.1 Electricity

The School complies with the Electricity at Work Regulations 1989, and requires all electrical work undertaken in the School to comply with the Institution of Electrical Engineers Wiring Regulations Edition 17. At appendix is a copy of the HSE publication INDG231, Electrical Safety and You, and other HSE publications regarding fixed installation electrical testing, and Portable Appliance Testing. The Bursar arranges for the testing to be carried out, and maintains the appropriate records for all testing.

3.10.2 Gas

Details of the new Gas Safety Register are at Appendix G. The School engages a registered contractor who will carry out the required maintenance and testing of gas fired equipment, as arranged by the Bursar, who keeps the records of test and inspection.

In the event of an emergency involving gas the relevant part of the Emergency Evacuation Procedures at Appendix D will be put into operation.

3.10.3 Water

The School has a statutory duty to provide adequate supplies of portable water throughout the School, which it does. There is also the requirement to maintain water systems to prevent or control the legionella virus so that risk to persons at or near the School are minimised. The Bursar has responsibility for both, details are at Appendix H.

3.11 Occupational health services and managing work related stress.

The School is committed to protecting, so far as is reasonably possible, the health of its employees. We recognise that workplace stress is an issue that can have an adverse impact on those affected and acknowledge the importance of identifying and reducing workplace stress facts which is set out in our 'Occupational Stress Policy'.

We have a counsellor who the school can ask to talk with staff, or pupil, should this be required. Her details can be obtained from the Bursar.

3.12 Display Screen Equipment (DSE)

Guidelines are at Appendix J, which include a self assessment form and guidance on safe working with DSE. The Bursar is the responsible person for ensuring that defined users of DSE carry out a self-assessment which is then checked by her, which she may refer to the School's Health and Safety Adviser, for advice on any necessary action to be taken.

3.12.1 Users are entitled to an eyesight test not more frequently than annually which is specifically related to their use of DSE. The School will pay an agreed amount towards the cost of corrective appliances specifically for work at DSE.

3.13 Defect and Hazard Reporting

It is the responsibility of every employee and other persons using the School to report immediately any situation which has the potential for harm to be caused so that action may be taken to minimise the risk.

If there is an immediate danger steps should be taken to nullify the risk, such as clearing an area, whilst advice is sought from the Headmaster. For less urgent matters they should be recorded in the Defect Book in the Bursar's office.

3.14 Information and Consultation on Health and Safety

Article 2 of the Health and Safety at Work Act 1974 requires employers to provide information to ensure the health, safety, and welfare of employees. The Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1997 require employers to consult with their employees in a formal manner on matters affecting their health, safety and welfare. Both these are the responsibility of the Headmaster.

At Kingswood House this is achieved by:

- a. Regular Health and Safety Committee meetings, and downloads from them to representatives' members.
- b. Induction and follow-up training
- c. This Policy, Organisation, and Arrangements document, and its supporting appendices.
- d. Staff briefings and consultation with employees
- e. Notice boards and pigeon holes.

All staff are expected to familiarise themselves with the School's health and safety instructions and arrangements, however they may be conveyed, and especially with those safe systems which advise their daily working activities.

3.14.1 Pupils will be given basic health, safety, and welfare instruction within the curriculum. Contractors will be required to operate under a Permit to Work system, which requires their acceptance of the School's health and safety requirements, included in the "Code of Practice for Contractors on Site," see also Section 3.15.

3.14.2 All health and safety inspection reports and minutes of the Health and Safety Committee meetings will be published, and made available to all members of staff. They will be required to address any issues contained in reports or action plans for areas for which they are responsible.

3.14.2 Other users of the School premises will be given access to this documentation, and will be required to cooperate with the arrangements contained herein insofar as the instructions may affect their health, safety, and welfare, and that of other occupants of the School. This is managed by the Bursar.

3.15 Control of Contractors

Appendix K contains the Code of Practice for Contractors Working on Site, which includes details of the Permit to Work system. No Permit – No Work.

3.16 Risk Assessment.

The Management of Health and Safety at Work Regulations 1999 require employers to carry out suitable and sufficient risk assessment, with the principles of prevention and protective measures to control risk. Thus, the School has a Risk Assessment Policy and a suite of Risk Assessments for all activities and situations that may contain or constitute a significant risk. Sample risk assessments are at Appendix K.

3.16.1 There is no requirement to record any activity or situation that is deemed to carry insignificant or trivial risk, until some relevant change occurs which alters the risk level to a higher state.

3.16.2 The Bursar is responsible for maintaining the Risk Assessment Register, and for ensuring that it is kept up to date. Reviews should be carried out annually by the original risk assessor, or if he or she has moved on from that post the new incumbent should review the risk assessments that are his/her responsibility on taking over the post. Staff are trained in how to complete a risk assessment and help given when required.

3.16.3 The help of a Health and Safety Adviser may be sought in risk identification, assessment, and review.

3.17 Risk Assessments – New and Expectant Mothers

The Management of Health and Safety at Work Regulation 16 requires specific risk assessment and procedures to be carried out on new and expectant mothers. These procedures start when the person concerned renders her Form MAT B 1 to the Bursar, notifying her of the pregnancy. The responsibility for carrying out the procedures rests jointly with the Bursar and the Compliance Officer. Full details are at Appendix L.

3.18 Playground Supervision Rota

. The Deputy Headmaster is responsible for the rota. It is displayed on the staffroom noticeboard and is regularly reviewed

3.19 Clear Passageways and Storage

As part of their statutory duties all staff have a responsibility for maintaining safe access to and egress from buildings at all times, both for fire safety purposes, and to prevent accidents from slips, trips, and falls. By the same token, storage areas must be kept hazard free. Many accidents are caused by un-thought-out and haphazard storage arrangements

3.19.1 No fire door may be locked during the school day, and must always be openable by a single hand movement. Crash bars, crash pads and turnbuckles are acceptable, but removing a key from a place of storage, inserting it in a lock and then turning it is unacceptable under current fire safety regulations, enforced by the Surrey Fire and Rescue Service.

3.19.2 Storage areas must be kept free for risk of injury by slipping, tripping, stretching and equipment falling. Appropriate means of access must be used (see also Section 3.22 – Manual Handling and Working at Heights). Safe egress in the event of fire must always be maintained.

3.20 Security

The Headmaster is responsible for the security state of the school, and particularly for ensuring that it is securely shut up at the end of each day. He is responsible for carrying out and maintaining the Security Risk Assessment. There are keyholders who may be called out by the police in the event of alarm activation. The list of keyholders is held in the School Office.

3.20.1 All members of staff have a responsibility to ensure the security and safety of materials and equipment in their care. Doors should be locked and windows shut when rooms are not in use. Particular points to note are:

- Keys, bags, passes, mobile phones and personal items should not be left unattended
- Lost keys must be reported to the Bursar immediately
- Lost or stolen valuables must be reported to the Bursar immediately
- The police should be informed of any theft, the crime number noted, and the Bursar informed
- Found keys or valuables should be handed in to the School Office
- The Headmaster, Bursar, or senior member of staff should be notified immediately if anyone is seen acting in a suspicious way, either inside the School grounds, or in the environs.

3.20.2 Bomb/Terrorist Threat

In the unlikely event of a threat being received the procedures at Appendix M and our Crisis Plan are to be followed.

3.21 Intruders

All incidents of intrusions must be reported to the Headmaster, and the Bursar who will maintain a record of events.

3.21.1 In the event of a member of staff encountering a person who has no legitimate reason for being in the school he/she should politely and unthreateningly ask that person to leave the premises directly, or come to the School Office where the **Headmaster** will be called. If the intruder is unco-operative help should immediately be sought from the Headmaster, Deputy Headmaster, or Bursar. In the last resort the police should be called.

3.21.2 No effort should ever be made to touch or forcibly remove an intruder from the School unless a child's direct safety is in imminent risk, and then only if the member of staff is confident in their own ability to act for their own safety too.

3.21.3 It is important that a record of these incidents is kept so that other schools in the locality may be informed lest the intruder may go there.

3.22 Manual Handling and Working at Height

In the normal course of their duties it is inevitable that all staff will carry out some form of Manual Handling. Height is defined as any height, above or below ground, from which a person could injure themselves or others if they fell. It therefore behoves the School as the employer to ensure that all staff are trained in basic Manual Handling techniques, and safe Working at Heights as it affects them.

3.22.1 Details of both Manual Handling training and Working at Heights are at Appendix N. The Bursar maintains the record of those who have been trained.

3.23 Away Trips

The Deputy Headmaster is responsible to the management of Away Trips. There is copious advice in a series of documents produced by the DfE, which are available at Appendix N and via the web links.

3.23.1 A full suite of documentation concerning each away trip is set out in our Educational Visits Policy. It takes account of all the Health and Safety of Pupils on Educational Visits, and the three supplements, documentation issued by the DfE, and of more recent publications such as Lessons Learned from Glenridding Beck. The Deputy Headmaster reviews the documentation and its varying requirements annually, and is responsible for the maintenance of the various forms and guidelines for letters to parents. For simple short trips of less than one day, such as to a theatre or museum a short risk assessment will suffice.

3.23.2 A full audit trail is maintained, from the initial approval by the Headmaster of an idea for a trip, through the planning phases including parental consent, financial arrangements, selection of carriers, accommodation and service providers, their insurance and risk assessment details where appropriate. It covers any special training requirements, selection of pupils and any special social or medical requirements, nomination of a leader, a deputy leader, and accompanying staff to an appropriate staff: pupil ratio. Briefings are given at appropriate stages to pupils and their parents if appropriate. During the trip school rules are maintained, and suitable communication arrangements such as mobile phone number availability and size of groups when on loose supervision are kept up. After the trip there is a debrief on Lessons Learned, and details recorded for the benefit of anyone planning a similar trip in the future.

3.23.3 A nominated member of staff remaining at the school has full details of the trip and is conscious that he/she must be available to act as the rear link in the event of any incident on the trip. This person has full contact details for all parents and staff families.

3.23.4. Most complex trips are listed in the school calendar so that all members of staff may contribute to their successful conduct.

3.23.5. When planning an activity such caving, climbing, trekking, skiing or water sports, other than rowing, we will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

3.24 Minibus and Coach Safety

The Headmaster is responsible for the management of Minibus and Coach Safety, including the checking of the suitability of persons to drive school vehicles, and their licence requirements. Full details are at Appendices P, Q, R and S, regarding Safety, Seat Belts, and Driving Licences. The Bursar keeps the records for minibus training.

Please refer to the Transport Policy and Procedures for further details including onsite vehicle movements.

3.24.1 It is a condition of the School's insurance that these guidelines are met. No person will be permitted to drive pupils on behalf of the School unless they have read and are willing to comply with the instructions contained therein.

3.24.2 Any member of staff or other adult using their private car on behalf of the School must show a copy of their service record and Driving Licence to the Bursar and hold the relevant DBS clearance.

3.25 Road Safety

Whenever children are taken out they are to be reminded of the need to be careful and follow instructions when crossing roads and moving around in the vicinity of traffic. This is particularly important when alighting from vehicles. This must **ALWAYS** be done on the pavement side, away from traffic.

3.25.1 Road Safety is addressed at the appropriate point in the curriculum, which is the responsibility of the Headmaster.

3.26 Management of Asbestos

An asbestos survey was carried out in 2003.

The Bursar keeps a register of the state of suspected asbestos.

3.27 Slips and Trips

The school complies with HSE guidance and ensures that flooring is of suitable material, in good condition and walkways are clear of obstructions so that people can move around safely.

Entrance mats are in place and external steps painted where necessary to ensure they are clearly visible.

3.28 Violence to Staff

Violence is ... 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. (HSE)

We have a straightforward four stage management process: Stage 1 Finding out if you have a problem; Stage 2 Deciding what action to take; Stage 3 Take action and, Stage 4 Check what you have done. (These four stages are not a one-off set of actions. If Stage 4 shows there is still a problem then the process should be repeated again. Stages 1 and 2 are completed by carrying out a risk assessment.)

Stage 1 Finding out if you have a problem - the first step in risk assessment is to identify the hazard. We ask our staff - informally through staff briefings to find out whether our staff ever feel threatened to show that we are that problems can arise. If it does we keep detailed records - an account of what happened; details of the victim(s), the assailant(s) and any witnesses; the outcome, including working time lost to both the individual(s) affected and to the organisation as a whole; the details of the location of the incident.

Stage 2 Deciding what action to take - having found out that violence could be a problem we continue the risk assessment by taking the following steps to help us

decide what action needs to be taken. Who might be harmed, and how? We identify which staff are at most risk and then evaluate the risk. We check existing arrangements; are the precautions already in place adequate or should more be done? We record any significant findings of our assessment and then we review and revise our assessment.

Stage 3 Take action - these guidelines are written into our health and safety policy statement, so that all staff are aware of them. This helps our staff to co-operate with us, following procedures properly and reporting any incidents so we can take action.

Stage 4 Check what you have done - we check on a regular basis how well our arrangements are working. The SLT and then the Governors' Health & Safety committees review procedures keeping records of any incidents, examining them regularly and showing what progress we are making and if the problem is changing. If our measures are working well, we keep them but if violence is still a problem, we would try something else going back to Stages 1 and 2 and identifying other preventive measures which could work.

What about the victims?

If there is a violent incident involving our staff we will respond quickly to avoid any long-term distress. Our plan is: debriefing - victims will need to talk through their experience as soon as possible after the event; time off work - individuals will react differently and may need differing amounts of time to recover. In some circumstances they might need specialist counselling; legal help - in serious cases legal help may be appropriate; other employees - may need guidance and/or training to help them to react appropriately.

In the event of an incident

1. When any incident occurs, immediately alert the School Receptionist and if required dial 9 for an outside line and 999 to call for police/ambulance assistance.
2. Do not move/interfere with any evidence in the immediate area of the incident.
3. The School Receptionist will then inform the Headmaster and Bursar of the incident to allow for further action.

Incident reporting

1. Details of all incidents and near misses must be entered into the Incident Book.
2. The Incident Book is reviewed by the H&S Inspection Committee each term.

Maintenance

1. Any member of staff discovering a defect in buildings or equipment must report it to the Bursar using the maintenance book whenever possible.
2. Members of staff must not attempt to carry out maintenance without first consulting the Bursar.
3. Any work carried out above floor level must only be carried out from ladders, steps or tower scaffold. Steps will be available in all areas for such situations.

4. Only designated-trained staff will be allowed to carry out maintenance work.
5. All work on the school's electrical installation must be inspected and tested by a registered electrician.
6. Only gas engineers who are on the Gas Safety Register are allowed to work on any gas appliances or installation.

Housekeeping

1. All areas are to be kept clean and tidy at all times. All staff have a duty to ensure that hazardous working conditions are not allowed to develop.
2. The Bursar will ensure that all classrooms, offices, work spaces, toilets and kitchens are cleaned regularly.
3. All staff have a duty to ensure that all passageways and escape routes are kept tidy and clear of obstacles. If this is not the case the member to staff must report any blockages to the Bursar.
4. All staff have a duty to ensure that all fire escape exits are kept clear and unlocked whenever the building is occupied. If this is not the case the member to staff must report any blockages to the Bursar.
5. All staff must ensure that a high standard of Housekeeping is maintained, by looking after their own areas.
6. Fire doors must be kept shut and not wedged open.
7. The school will ensure that all machinery, whether static or mobile, academic or maintenance, will be guarded, according to the relevant assessed risks, and in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1992, BS5304:1988 and other relevant standards.
8. The Bursar will ensure that work equipment is suitable for the purpose for which it is used or has been provided.
9. The Bursar will ensure that all work equipment is maintained in an efficient state, in efficient working order and in good repair.
10. All work equipment will be visually inspected before use, by the user and any defects reported to the Bursar.
11. All work equipment will be subject to a thorough examination once a year. Records of all examinations will be maintained by the Bursar.

