



## KINGSWOOD HOUSE SCHOOL

### Health and Safety Policy

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

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## **1. HEALTH AND SAFETY POLICY STATEMENT**

As governors of Kingswood House School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Kingswood House School by appointing a governor with responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

Two governors, of which one oversees health and safety, carry out a termly health and safety inspection and reports their findings to the Bursar. The inspection outcome is included in the school's health and safety committee termly meeting agenda.

A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is also tabled at the health and safety committee meetings.

The minutes of the health and safety committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

These reports (as per point above) are considered by the senior leadership team and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Bursar and Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas as required, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the health and safety committee.

The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every year, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The health and safety committee should review this risk assessment every time it is amended and submit a report in the Governors annual review.

The school has a competent person undertake a risk assessment for legionella every two years and a quarterly water sampling and testing regime is in place.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Bursar and other members of the senior leadership team ("SLT") in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts three and four of this document.

Signed (.....) Chair of Governors, for and on behalf of the Board

Date (.....)

## **2. INTRODUCTION**

It is clear that this is an important document for all staff to read, know about and understand; both on a personal and professional level. Everybody has a responsibility, not only for their own health and safety, but the health and safety of the pupils in our care and this is a complex and demanding part of everyone's work.

The school has legal obligations to all staff regarding their health and safety at work and it takes these seriously. All staff must take the time to read this document carefully, to seek clarification from the relevant people if they have any problems or questions and then to act upon the recommendations held within it.

## **3. RESPONSIBILITIES**

### **3.1 Governing Body**

The Governing Body has ultimate control of the school. They will endeavour to:

- Ensure that adequate resources are made available to implement the Health and Safety Policy.
- Ensure health and safety performance is regularly reviewed at Board level.
- Monitor the effectiveness of the Health and Safety Policy.
- Review the policy annually.

### **3.2 Headmaster**

The Headmaster is responsible for the day-to-day running of the school. They will endeavour to:

- Support the Governing Body in the development and implementation of an effective health and safety strategy.
- Assist in regular reviews of the School's health and safety strategy.
- Ensure that there is an effective Health and Safety Policy and that it is reviewed on a regular basis to ensure that it remains suitable for the needs of the school.
- Determine the health and safety objectives and assign clear responsibilities for meeting them.
- Allocate resources to implement the Health and Safety Policy, achieve health and safety objectives, avoid personal injury and property damage so far as is reasonably practicable through a structured risk assessment programme.
- Ensure that health and safety responsibilities are clearly communicated to employees.
- Assist in the establishment of a system of monitoring and performance measurement that ensures effective implementation and working of the School's Health and Safety Policy and strategy.

### **3.3 Senior Leadership Team (SLT)**

The Senior Leadership Team within the school will support the Headmaster in their role. They will endeavour to:

- Support the implementation of the School's Health and Safety Policy.
- Co-operate at all times with the Board of Governors and staff generally in implementation of and adherence to Health and Safety Policy and procedures.
- Co-operate with development and implementation of the long-term safety considerations by highlighting priorities and developing target objectives to improve safety performance and safety culture.
- Ensure that all members of their department teams are aware of their responsibilities and have received appropriate training.

- Ensure there are appropriate documented structures for discussion of health and safety matters with their department teams e.g. Staff Meetings etc.
- Ensure that areas of particular concern, which cannot be solved at this level, are communicated effectively to the Health and Safety Officer.
- Identify, investigate and where necessary, take action in respect of any health and safety issue highlighted by employees or raised during department safety inspections.
- Investigate all accidents that occur in their areas of responsibility.

### 3.4 Heads of Departments

Each Head of Department is responsible for the effective management of health and safety within their own area or function. In particular, this includes:

- Ensuring that safe systems of work are implemented.
- Enforcing personal protective equipment requirements.
- Ensuring employees are adequately trained for the tasks they perform.
- Monitoring premises and work equipment, reporting faults where necessary.
- Identifying and reporting health and safety related problems with issues.
- Identifying training needs.
- Investigating and reporting on accidents and incidents.
- Participating in risk assessment programmes.
- Setting a good example on health and safety matters.

### 3.5 Bursar

The Bursar is responsible for day-to-day maintenance and other buildings/ grounds issues, co-ordinating the many health and safety activities and for acting as the primary source of health and safety advice within the School. They will endeavour to:

- Seek the services of the school's Health and Safety Consultant when he deems appropriate co-ordinating relevant School risk assessment programmes.
- Carry out regular documented safety inspections that highlight unsafe conditions and acts.
- Liaise with appropriate external bodies i.e. Health and Safety Executive (HSE), the School's insurers etc.
- Ensure reports are submitted as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Co-ordinate relevant health and safety inspection programmes.
- Identify relevant health and safety training needs.
- Provide or source relevant health and safety training.
- Ensure health and safety awareness of new employees.
- Monitor implications of changes in legislation or HSE guidance.
- Prepare progress reports as required for health and safety action programmes.
- Display the Health and Safety Law poster, a copy of the School's Health and Safety Policy Statement and Employer's Liability Certificate.
- Ensure display screen equipment/general risk assessments are arranged for new employees or whenever there has been a significant change in workstations.
- Ensure the Health & Safety Policy is regularly updated according to necessary legislation e.g. 'Keeping Children Safe in Education', HSE legislation etc.
- Ensure that any actions arising from health and safety audits are addressed.
- Ensure any hazardous substances and materials are recorded and that they are duly assessed, including the possibility of explosive atmospheres.
- Act as a member of the school's Health and Safety Committee.

### 3.6 Health & Safety Committee

The School has established a Health & Safety Committee for the effective management of health and safety matters throughout the school. The committee sits once a term or additionally when required, and consists of the Headmaster, Bursar, Deputy Head, Compliance Officer, Head of Sport, Head of Design Technology, Catering Manager, DSL and maintenance and grounds staff. It meets the statutory requirements for formal communications of health and safety matters and matters of regulation, upwards and downwards between the Governors, staff and pupils throughout the school. The Committee will endeavour to:

- Report regularly to the Governing Body on health and safety matters.
- Review existing arrangements and identify areas of non-compliance.
- Consider proposals from the academic, pastoral and support Staff relating to the establishment of new or revised policies.
- Make recommendations to the Senior Leadership Team and Governors relating to exceptional expenditure required to meet Health & Safety requirements.
- Review accident, incident and near miss and ill-health investigations, make recommendations and oversee subsequent actions.
- Review investigations of major damage to plant, equipment and vehicles, make recommendations and oversee subsequent actions.
- Continually monitor the health and safety culture.
- Establish safety performance targets and monitor actual results.
- Rectify any other key issues which impacts on health and safety at the School.

In addition, the school has a Health and Safety inspection each term by two of the governors. They report to the Bursar who will discuss any issues at the next meeting of the Health and Safety Committee. Dr Bowen-Perkins is the responsible Governor for Health, Safety and Welfare.

### 3.7 Employees

All new employees are given a short guide on health and safety matters at Kingswood House School. Please refer to the Health & Safety Guide (see Appendix B). Employees of the school have responsibilities in respect of health and safety. In particular, they will endeavour to:

- Read the Health and Safety Policy
- Co-operate at all times with management in implementation of and adherence to Health and Safety Policy and procedures.
- Take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work.
- Not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work.
- Report all health and safety concerns to line management.
- Assist with the completion of risk assessment programmes.
- Leave the classroom/playground/office in a reasonably tidy and safe condition
- Supervise pupils and advise them on how to use equipment safely
- Follow the Accident and Incident Reporting Procedure (see Appendix C).

### 3.8 Pupils

In accordance with the school rules and procedures on discipline, pupils will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.

### 3.9 Visitors

The School's policy is that all visitors, contractors or visiting teachers, should have an appropriate awareness of, and if necessary training in, safeguarding and health and safety issues to undertake their activities in a safe manner for both them and others on site.

- All visitors will be booked into the School through Reception and given a visitor badge.
- All visitors are to be accompanied by a member of staff or pupil unless they have received instruction on fire drills.
- All visitors attending formal events are made aware of the school Visitor Safety Instructions (see Appendix A). It is a simple short document, which provides first time day visitors with sufficient health and safety information to ensure a safe time at the School.
- All external instructors or contractors are to have completed appropriate health and safety training for their activity.
- All visiting teachers who attend the school on a regular basis (once a month or more) are to be given a short guide on health and safety matters at the school. Please refer to the Health & Safety Guide (see Appendix B).

The School will provide further necessary general health and safety training on request.

## 4. **PROTOCOLS, POLICIES AND GUIDANCE**

### 4.1 Accidents and Incidents

Please refer to the Accident and Incident Reporting Procedure (see Appendix C).

### 4.2 Administration of Medicines

Guidance and further information can be found in the First Aid and Administration of Medicines Policy.

### 4.3 Asbestos

Please refer to Asbestos Policy and Management Plan (see Appendix D).

- The Bursar has received training in Health and Safety which covers Asbestos Awareness.
- All staff have been made aware by the Bursar of the location of any asbestos in school.
- An Asbestos Register is held by the Bursar giving any details of any Asbestos Containing Materials (ACM) within the school.
- All contractors must be made aware of the location of ACMs before starting work on site.
- All Asbestos Containing Materials are marked with appropriate signage at the location of the asbestos to help notify and warn anyone who may get close to asbestos.

### 4.4 Control of Substances Hazardous to Health (COSHH)

- The use of hazardous substances in school will be kept to a minimum.
- All chemicals will be stored appropriately, and dangerous chemicals locked away in suitable COSHH storage cupboards.
- The Heads of Science, Design & Technology and Art, Cleaning Company, Catering Manager and Groundsman (with support from appropriate staff) will complete a COSHH assessment for all hazardous substances used or stored on site.
- The associated procedures and control measures will be funded and enforced.
- Further guidance relating to COSHH can be sought from the Bursar and by reading the COSHH Policy (see Appendix E).



#### 4.5 Display Screen Equipment

In line with its legal duties under The Health and Safety (Display Screen Equipment) Regulations 1992, the management at Kingswood House School must protect its staff from the health risks of working with display screen equipment (DSE) such as PCs, laptops, tablets and smartphones.

Staff who use DSE daily, for an hour or more at a time, whether that be at a fixed station, mobile laptop or tablet, are required to complete a Display Screen Self-assessment. The regulations do not apply to staff who use DSE infrequently or only use it for a short time.

- Users will be assessed once they commence employment at the school, and this will be reviewed annually.
- This assessment will be carried out by completing a self-assessment Display Screen Equipment (DSE) questionnaire which is available from the Bursar.
- This will determine whether or not any further action is required. If so, a further assessment will be carried out by the Bursar or a H&S Consultant.
- Further reading is available in the Display Screen Equipment Guidance document (see Appendix F).

#### 4.6 Fire Safety

Please refer to the school's Fire Safety and Emergency Evacuation Policy and Procedures and the Fire Risk Assessment.

#### 4.7 First Aid

- First Aid provision must be available at all times while people are on school premises, and also off the premises while on school visits.
- In the EYFS at least one person on site and on visits must hold a paediatric first aid certificate involving a minimum of 12 hours training.
- Most staff have some form of basic first aid training and a record is filed with the Bursar.
- More details relating to first aid provisions can be found in the First Aid and Administration of Medicines Policy.

#### 4.8 Lone Working

- Regular lone workers have been identified and a lone working risk assessment is required for them.
- A Generic Lone Working Risk Assessment and set of procedures for lone working is in place for other members of staff who have not carried out a specific lone worker's risk assessment.
- The most important procedure to follow for lone workers involves maintaining regular communication between the member of staff in question and the Headmaster and Bursar. More specifically, a phone call or text message from the staff member when they have arrived on site and when they have left site.
- Further information can be found in the school's Lone Worker Policy.

#### 4.9 Management of Contractors

- All 'one off' contractors are required to read and sign to confirm that they understand, and will abide by the 'Kingswood House School's Code of Practice for Contractors Working on Site. A Copy of the document can be found in Appendix G.
- All third party contractors who attend the school on a regular basis (once a month or more) are to be given a short guide on health and safety matters at Kingswood House School. Please refer to the Health & Safety Guide (see Appendix B).

- Specific Permits to Work are issued for high hazard activities so that particular attention can be given to the hazards and the precautions needed. Permits to work are also available from the Bursar.
- More details relating to the management of contractors can be found in the Management of Contractors Policy (see Appendix G).

#### 4.10 Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability.
- Manual handling training will be provided for all members of staff in the induction training.
- Further help, guidance and training can be obtained from the Bursar and the Manual Handling Guidance document (see Appendix H).

#### 4.11 New and Expectant Mothers

- There is legal duty on all employers to assess the health and safety risks that their employees are exposed to whilst at work. In addition to the requirements of Regulation 3 in the Management of Health & Safety at Work Regulation (MHSW), Regulation 16 of MHSW also requires that the risk assessment should include any specific risks to females of childbearing age who could become pregnant, and any risks to new and expectant mothers. These risks can be from any process, working conditions, or physical, biological or chemical agents.
- These procedures start when the person concerned renders her Form MAT B1 to the Headmaster, notifying them of the pregnancy.
- The responsibility for carrying out the procedures rests jointly with the expectant mother and the Bursar.
- The current guidance from the Health and Safety Executive can be found at <http://www.hse.gov.uk/mothers>
- The School have summarised the guidance above and that summary can be found in the New and Expectant Mothers Guidance document (see Appendix I).

#### 4.12 Off-Site Educational Visits

Please refer to Educational Visits Policy.

#### 4.13 Pandemics (e.g. COVID-19)

In the event of a pandemic the school follows requirements outlined in relevant Government guidance and documents all adopted policies and procedures in a specific risk assessment.

#### 4.14 Physical Education

The school recognises its responsibilities for staff and pupil safety while they are engaged in physical education activities.

Please refer to the school's Physical Education Guidance document (see Appendix J) which includes our school policy on Mouthguards.

#### 4.15 Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made and enforced by the member of staff on duty if inclement weather (damp/icy) means that equipment becomes unsafe to use on a particular day
- All equipment is currently inspected by ROSPA.

#### 4.16 Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the play area risk assessment and set out in the Staff Handbook.

#### 4.17 Risk Assessments

The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school, school visits and the running of the school building and grounds.

- Risk assessments are available on the Shared area of the Schools' server, from the Bursar or the Compliance Officer.
- A Risk Assessment register for the school building and grounds is held by the Compliance Officer and provides details about review dates, Authors of risk assessments etc.
- Risk assessments for school trips should be reviewed each time the trip takes place.
- Ad hoc risk assessments are also conducted when the circumstance deems it necessary e.g. assessing the risk of the playground in wet weather.
- Help in completing a risk assessment or training can be sought from the Bursar or Compliance Officer.
- Risk assessment control measures will be the basis for safe systems of work.
- Refer to the Risk Assessment Policy for further reading.

#### 4.18 Security

Please refer to the Security Policy (see Appendix K). Please also see the school's Crisis Plan and Procedures.

#### 4.19 Staff Health & Safety Training

- The school's policy is that all staff should complete the appropriate health and safety training before undertaking any tasks.
- All staff receive induction training on general health and safety matters when they start at Kingswood House School.
- Specific health and safety training will be given to staff as and when necessary from either the Bursar or a Health & Safety Consultant.
- Additional update training (regular or statutory) will be provided as required.
- Refresher training will be undertaken at the required interval.
- For more information please refer to the Staff Health & Safety Training guidance. (see Appendix L).

#### 4.20 Use of Vehicles

Please refer to the Transport Policy and Procedures.

#### 4.21 Utilities

- 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.
- The Bursar will ensure that all construction or maintenance work involving electricity is carried out in accordance with the current NICEIC Edition of its Approved Standards (Edition 18) and that all work carried out within the school site is certified to these standards.

Electricity

- All items of portable electrical equipment in school are inspected and checked annually unless

required otherwise.

- The buildings hard wire testing is conducted every five years by an external company and in line with current legislation.
- Records of all testing are held by the Bursar.
- Remedial works are arranged through the Bursar.

#### Gas

- Gas appliances are inspected annually by an external company and in line with current legislation.
- The Boilers are inspected annually by an external company and in line with current legislation.
- Records of all inspections are held by the Bursar.
- Remedial works are arranged through the Bursar.

#### Water Management and Legionella

- The School has a statutory duty to provide adequate supplies of potable water throughout the School.
- There is also the requirement to maintain water systems to prevent or control legionella bacteria so that risk to persons at or near the School are minimised.
- The Bursar has delegated responsibility from the Headmaster, and follows the appropriate procedures, engaging contractors as he requires to ensure that safe standards are maintained.
- Water testing and flushing records are kept by the Bursar, as is the Water System and Legionella risk assessment which is reviewed two yearly.
- More information can be obtained from the Bursar.

#### 4.22 Working at Height

- Working at height is covered by specific legislation (the Work at Height Regulations 2005 as amended) and detailed guidance on the regulations is available from the Bursar.
- A risk assessment for working at heights should be used before commencing any work at height other than the normal day-to-day low risk tasks using a step stool or small step ladder.
- The school employs contractors to undertake most work at heights and these people have received specific training to do so.
- All staff have been given appropriate in-house training and advised that they must:
  - (i) Use appropriate access equipment - step ladders, kick stools etc.
  - (ii) Visually inspect access equipment prior to use
  - (iii) Wear flat shoes whilst putting up displays
  - (iv) Not climb on furniture to put up displays
- Further assistance and guidance can be sought from either the Bursar or the HSE's website.

This policy is in compliance with the current version of 'Keeping Children Safe in Education' (DFE) September and is to be read in conjunction with all of the appendices and the following related policies:

First Aid and Administration of Medicines  
Child Protection and Safeguarding  
Covid-19 Policy, Procedures and Risk Assessment  
Crisis Plan and Procedures  
Fire Risk Assessment  
Fire Safety and Emergency Evacuation Policy and Procedures  
Lone Worker  
Educational Visits  
Transport  
Risk Management and Assessment



## KINGSWOOD HOUSE SCHOOL

### Appendix A - Visitors Safety Instructions

#### Welcome to Kingswood House School

To ensure the safety of all visitors, the following information is provided for your guidance:

1. **Visitor Badges.** All visitors must report to Reception immediately on arrival to sign-in and receive a visitor badge. This badge must be worn throughout the day.
2. **Escorts.** You are requested to stay with your host. Unaccompanied visitors may be challenged by members of staff.
3. **Mobile Phones.** Visitors must not use mobile phones whilst in the school premises or grounds unless authorised to do so by a member of the Senior Leadership Team.
4. **Safeguarding.** The safety of our pupils is imperative. If you see or hear anything of concern, please report it to the Designated Safeguarding Lead (DSL) or their team. DSL posters can be found around the school with names and contact information for the DSL team.
5. **Hot Drinks.** Hot drinks can only be carried around the school with a secure lid.
6. **Smoking.** Kingswood House School is a no smoking site and visitors are asked not to smoke whilst at the School.
7. **Car Parking.** There is limited car parking in the school car park at the rear of the school. Access to the site must be via the main school entrance.
8. **Emergencies.** In the event of an emergency evacuation being required during your visit the fire alarm will sound (continuous bell). Please follow your host or if unaccompanied, leave the building by the nearest Fire Exit and report to the office staff at the assembly point at the rear of the school (the astro turf court).
9. **Lockdown.** The lockdown alarm is an intermittent air horn. In the event of a lockdown scenario, go to the nearest room, close doors and windows, stay out of sight and wait for instructions.
10. **First Aid.** Should you feel unwell or suffer an accident whilst on School premises your host will contact the School Office during School hours and arrange suitable treatment. Outside School hours you should locate the nearest member of staff for assistance or telephone 999 if serious.
11. **Use of Facilities/Equipment.** Please do not enter a building or use any School facilities or equipment without the appropriate permission and, if necessary, training and personal protective equipment.

We hope you find your visit enjoyable and thank you for your co-operation in assisting with health and safety at Kingswood House School.



## KINGSWOOD HOUSE SCHOOL

### Appendix B – Health and Safety Guide

#### Introduction

It is important to the School that everyone using the site does so in a manner that is safe for themselves and others. This guide provides you with the appropriate details on health and safety matters for your time at Kingswood House School.

#### Health and Safety Policies

The Headmaster has overall responsibility for health and safety matters within the School although all staff, teaching and non-teaching, are responsible for safety within their area of responsibility. All of the School's Health and Safety Policies can be found on the Shared area of the School's server. A summary of the key issues is given below.

#### Smoking/Drinking/Drugs

The School is a no smoking site, illegal drugs are forbidden, and drinking is only allowed at organised events. Should you see anyone carrying out any of these activities, please report the matter to the Headmaster.

#### Risk Assessments

The School holds up-to-date risk assessments for all general educational activities. Please ensure that you have seen the one appropriate to your area and that you follow any specific recommendations/ control measures. If you are undertaking an activity which is not covered by the School risk assessments then you are responsible for completing a risk assessment to cover that activity.

#### Fire Emergencies

**Assembly point:** Astro Turf Court at the rear of the school

**New staff** – The Bursar will carry out a briefing on actions and fire drills during your induction. It is particularly important that you know where the assembly point is. In the event of a fire alarm sounding in your area please move to the assembly point with the pupils under your charge, complete a headcount and await further instructions from either the Senior Leadership Team or the Bursar.

Upon discovering a fire, sound the nearest alarm and move to the assembly point with the pupils under your charge, complete a headcount await further instructions from either the Senior Leadership Team or the Bursar.

**Visitors and After School Clubs** – Visitors should familiarise themselves with the fire action notices displayed in school. In the event of a fire alarm sounding in your area please move to the assembly point with the pupils under your charge, complete a headcount. Ensure 999 has been contacted and await further instructions from the Fire Brigade.

Upon discovering a fire, sound the nearest alarm and move to the assembly point with the pupils under your charge, complete a headcount. Ensure 999 has been contacted and await further instructions from the Fire Brigade.

## **Lockdown**

Please familiarise yourself with the procedures in the Crisis Plan and Procedures.

In the event of a lockdown scenario, go to the nearest room, close doors and windows, stay out of sight and wait for instructions.

## **First Aid Emergencies**

In the case of a minor medical incident (either you or a pupil) please go to the School Office. However, in a serious emergency case please phone 999 immediately. Do not try to move the casualty. You should contact a member of staff as soon as possible. All clubs which run out of hours are to follow advice given to them during induction.

## **Child Protection**

The School aims to provide a safe and secure environment for all its pupils. Therefore, all individuals working at Kingswood House School are DBS checked. Should you see any activity which concerns you or should a pupil raise an issue with you, then please contact the school's Designated Safeguarding Lead/Deputy Designated Safeguarding Leads whose names are displayed on the DSL posters in the entrance hall, Staff Room and around the school. Further details can be obtained from our Child Protection & Safeguarding Policy.

## **Manual Handling/Working at Heights**

School policy is that no one should lift heavy objects or work at heights without the proper training. Should you be required to undertake either of tasks, training can be organised through the school's Bursar or a Health and Safety Consultant. If required, please ask the Headmaster or the Bursar to organise such training for you.

## **Display Screen Equipment**

All members of staff deemed users should complete a Display Screen Equipment (DSE) self-assessment questionnaire. This should establish if you are a DSE user and subsequently the school can offer you specific equipment or advice. Visitors are not required to complete a DSE as they are not deemed users.

## **Lone Working**

Should your work mean that you are designated as a "lone worker" then you expected to follow the procedures outlined in the school's Lone Worker Policy. Visitors are not permitted to work alone in the school premises.



## KINGSWOOD HOUSE SCHOOL

### Appendix C – Accident and Incident Reporting Procedure

#### **Introduction**

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 later in this section and it should be noted that in some cases reporting is required immediately and others after 10 days. Current HSE regulations for schools can be found at <http://www.hse.gov.uk/pubns/edis1.pdf>

#### **Staff Accident and Incident Reporting**

All accidents, no matter how minor must be recorded. 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 risk assessments can be updated and sensible preventative measures 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 member of staff must immediately notify the Headmaster.

In all other cases, it is the responsibility of each employee to complete an accident report if they were involved in an accident at the School. The Accident Book is kept in the School Office and once completed, the forms are filed in the Bursar’s Office.

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 Headmaster within three (3) working days of the accident.

#### **Pupil Accident Reporting**

Pupils hurt in an accident should, as appropriate, make their own way (accompanied) to the office. Once there, details of the accident will be recorded in the Pupil Accident Book. It is the responsibility of the Duty First Aider to complete the accident report, and to notify the Headmaster if deemed appropriate. When the accident requires subsequent rather than immediate RIDDOR notification (see below), the first aider on behalf of the Headmaster should complete the RIDDOR form online and render it within three (3) working days. The Headmaster must authorise this.

#### **Accident investigation**

Accident investigation is a separate activity to reporting. As 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 whether existing procedures need to be reviewed. The Headmaster is responsible for the investigation of accidents. For major accidents, or those accidents where a serious injury could have occurred, it may be necessary to involve a Health and Safety Consultant. All major accidents are to be followed up by completing an accident investigation report form that should be sent to the Headmaster. They will discuss them at Health and Safety Committee meetings as appropriate.



To help with the investigations it is necessary to establish:

- 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 competent, trained and instructed?
- What was the underlying cause? Was there more than one?
- If it had happened before? If so, why weren't the lessons learned?

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

### **Useful Contacts section**

The Incident Contact Centre at Caerphilly is on 0845 300 9923, or email [riddor@natbrit.com](mailto:riddor@natbrit.com)  
Our local enforcing authority is Health & Safety Executive, East Grinstead  
Telephone number is 01342 334200

#### **RIDDOR**

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online **report** form. The form will then be submitted directly to the **RIDDOR** database. You will receive a copy for your records. All incidents can be reported online and a telephone service is available for **reporting** fatal and specified injuries only.

### **Definitions**

An **accident** is any undesired circumstance which gives rise to ill health or injury or damage to property.

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

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

### **Over-seven-day injury**

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on the premises, who suffers an over-seven-day injury, an online completed accident report form (F2508) must be sent to the enforcing authority within ten days. An over-seven-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 seven days (including non-work days).

### **Disease**

If a doctor notifies the school that an employee is suffering from a reportable work-related disease, then the school must send an on-line completed disease report form (F2508A) to the enforcing authority. A summary of the reportable diseases is given later. A full list is available from the HSE website.

### **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). See below for a summary of reportable dangerous occurrences.

Within fifteen days you must follow this up with a completed accident report form online (F2508).

A full list of reportable major injuries, dangerous occurrences and diseases are available from the HSE website.

### **Reportable major injuries include:**

- 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.

### **Reportable dangerous occurrences include:**

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.

**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.

The Headmaster will submit such reports using relevant information. In order to meet the time scales all recording/reporting in any situation should be carried out as quickly as possible.



## KINGSWOOD HOUSE SCHOOL

### Appendix D – Asbestos Policy and Management Plan

#### **Introduction**

The aim of this asbestos policy is to help prevent or minimise the risk from asbestos to the public, staff and students, by outlining the school's procedures in managing and controlling work where asbestos materials are present, in accordance with Approved Codes of Practice and Guidance.

#### **Legislation**

The Control of Asbestos Regulations 2012 defines what must be done and by whom in keeping the risks from asbestos to an absolute minimum. Further information can be sought at:

<http://www.hse.gov.uk/asbestos/> and

<http://www.hse.gov.uk/services/education/asbestos-faqs.htm>

#### **Background Information**

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lungs and chest lining. Asbestos is only a risk to health if asbestos fibres are released into the air and are breathed in. There is no cure for asbestos-related diseases. There is usually a long delay between first exposure to asbestos, and the onset of disease, which can vary from 15 to 60 years. Only by preventing or minimising exposure can asbestos-related diseases eventually be reduced.

It is illegal to use asbestos in construction or refurbishment on any premises – it was banned in 2003. Much use of it was made in the past, but little remains at Kingswood House School. As long as it is good condition and is not disturbed or damaged there is negligible risk to anyone on site. But if it is disturbed or damaged, releasing fibres into the atmosphere, there is a risk.

#### **Responsibilities**

Whilst overall responsibility for managing asbestos lies with the Governors and Headmaster, they have appointed the Bursar as the person responsible for managing asbestos to ensure school employees, pupils, contractors and visitors to the premises do not disturb Asbestos Containing Materials (ACMs) and are safe from potential exposure. The Bursar receives regular asbestos awareness training and is also responsible for maintaining and keeping of records. They also have a duty to inform any contractors of the presence of any known ACMs.

There should be no requirement for any pupil or any member of staff to carry out any act or operation that may disturb or damage asbestos, or lead to any risk to any persons from the release of asbestos fibres. Anyone believing that he or she has stumbled across any unrecorded asbestos, or ACMs, must report this to the Bursar or Headmaster immediately so that the necessary safeguards may be put in place. Likewise, if anyone sees materials known to contain asbestos being damaged, they should report this to the Bursar immediately.

## Procedures

The School has had an asbestos management survey conducted and based upon the findings of this survey, ACMs around the building are identifiable through labelling. There is also a register kept by the Bursar of known ACMs present.

An Asbestos Management Plan is in place as a result of the findings of The Management Survey and Register. The Management Plan (see below) is reviewed annually by the Bursar or when circumstances relating to the ACMs present in the building change.

## Summary

Kingswood House School had a survey carried out by Amstech Environmental Ltd in July 2013 on a kiln located in the main building cellar – Survey Report No. CS 1009/1-18.

## Management Plan

<b>Location</b>	<b>ACM Description</b>	<b>Management Proposal</b>	<b>Risk Rating</b>	<b>Next condition check</b>	<b>Comments</b>
Cellar	Asbestos / kiln	Leave it exactly as it is checking it regularly that there is no damage to it. Should the building be refurbished the kiln should be left untouched. If unable to, the contractor should be informed that there is an ACM's present in the cellar.	Low	Annually	Bursar to continue regular checks to ensure safe and untouched. Keep up to date record on our asbestos register.



## KINGSWOOD HOUSE SCHOOL

### Appendix E – Control of Substances Hazardous to Health Policy (COSHH)

#### **Introduction**

The COSHH Regulations 2002 require that assessments are made of the risks involved in using hazardous substances in any workplace. At Kingswood House School we have to implement certain procedures, consider the risks associated with certain substances and make assessments as to whether certain substances are hazardous and likely to inflict harm or injury. As standard practice, if there is a risk from a hazardous substance, then a non-hazardous or less hazardous substance is substituted and used in its place. If this is not possible, then control measures are drawn up and documented on the COSHH Substance Record, Assessment Form, Employee Information and Emergency Sheet below.

#### **Risk Assessments, Material Safety Data Sheets (MSDSs)**

The Department Head and Bursar is responsible for assessing the risk posed by any hazardous substance, flammable substance and/or compressed gas cylinders and spray cans on the school site. If it is deemed unreplaceable then (using the manufacturer's Safety Data Sheets) the COSHH Substance Record and Assessment Form is completed. The Assessment Form contains details of:

- How to store it
- How to use it
- Any particular precautions needed to be taken when in storage or in use.
- What to do in case of spillage or accident
- First aid measures
- Firefighting precautions
- Disposal methods and requirements
- Other substances with which it should not come into contact or be used

The Assessment form is then stored in the associated department and a copy kept by the Bursar, and the product is then placed on the school's COSHH register along with any hazard symbols the substance might have displayed on its container.

#### **COSHH Register**

The School holds a COSHH register of any substance on the premises which displays any hazard symbol on the container. The register is held by the Bursar and signs are displayed wherever a hazardous substance is stored. This is so that any employee who directly uses such substances can, at a glance, check if any personal protective equipment or precautions are needed before using the substance.

#### **Chemical Storage**

All Chemicals are stored appropriately and dangerous chemicals are locked away in COSHH storage cupboards. Chemicals are kept out of reach of children and (where possible) their use is restricted amongst staff.

## **Staff and Contractors**


Chemicals are used daily throughout the school by all members of staff, however, use among teaching staff is limited. Everyone who uses hazardous substances is made aware of the COSHH register and where it is stored/located. Staff are also instructed and trained in their use where necessary. Personal Protective Equipment must be used when dealing with chemicals.

Regular monitoring and review are part of the normal review of Risk Assessments at the school.

When a contractor has to use hazardous substances on school premises their Permit to Work must contain suitable COSHH assessments for the substances used.

If there is an accident or incident involving anyone whilst using a potentially hazardous or harmful substance and a COSHH Assessment has NOT been carried out there could well be liability in law against the Board of Governors, the Headmaster, or other responsible person.

**COSHH - SUBSTANCE RECORD, ASSESSMENT FORM, EMPLOYEE INFORMATION AND EMERGENCY SHEET**

<b>SECTION 1 - SUBSTANCE DETAILS</b>	
1.1 Substance or Product Name	1.2 Supplier <i>(where relevant)</i>
1.3 Physical Form <i>(e.g. liquid, vapour, fume, gas, solid)</i>	1.4 Safety Data Sheet <i>(specify any Ref No/Date)</i>
<b>SECTION 2 - HEALTH HAZARDS</b>	
2.1 Constituents, Hazardous properties, Health Effects & Workplace Exposure Limit 	
2.2 Route of Exposure <i>(How are persons actually exposed – inhalation, eye or skin contact, skin absorption, ingestion?)</i>	
<b>SECTION 3 - DESCRIPTION OF USE</b>	
3.1 What is it used for? <i>(circumstances of the work)</i>	
3.2 Where is it used, and by whom? <i>(circumstances of the work)</i>	
3.3 Level, type & Duration of Exposure? <i>(quantity/frequency/duration)</i>	
<b>SECTION 4 - ASSESSMENT OF USE</b>	
4.1 <b>Prevention of Exposure</b> <i>(Can the substance be eliminated from use or replaced by a safer alternative or can peoples exposure be otherwise prevented?)</i>	
4.2 What Control measures are required/are in use <i>(e.g. local exhaust ventilation [LEV], personal protective equipment, respiratory protection)</i>	
4.3 If LEV used, specify date of examination and test	4.4.1 Is occupational hygiene (atmospheric) monitoring necessary? 4.4.2 If so, has it been carried out? <i>(specify date)</i>
4.5 Assessment of health risk <i>(Your conclusions as to whether exposure is adequately controlled)</i>	
<small>Note: if you conclude in Section 4.1 that it is not reasonably practicable to prevent exposure by using an alternative substance or process and the risks to health are significant, you must also complete the 'Adequate Control of Substances Form' and, in addition, for carcinogens and asthmagens, the 'Carcinogenic and Asthmagenic Substances Form'.</small>	
4.6 What further action needs to be taken to assess or control the risk & comply with Regulations <i>(e.g. information, instruction &amp; training, atmospheric monitoring, install LEV, thorough examination &amp; test of existing LEV, health surveillance)</i>	



<b>SECTION 5 - EMERGENCY ACTION</b>	
5.1	First Aid:
	EYES:
	SKIN:
	INHALATION:
	INGESTION:
5.2	Spillage Treatment/Waste Disposal:
5.3.1	Fire:
5.3.2	Combustion Products:
5.4	Reactivity Data:
5.5	Other Emergency Considerations:
<b>SECTION 6 - ACTION SUMMARY</b>	
6.1	Time scale for actions identified in Section 4.6
6.2	When is this Assessment to be reviewed?
6.3	When and how are exposed persons to be informed of the result of this Assessment?

Signed .....

Date .....



## KINGSWOOD HOUSE SCHOOL

### Appendix F – Display Screen Equipment Policy and Guidance

#### **Introduction**

It is Kingswood House School's policy that all staff who use DSE daily, for an hour or more at a time are to complete a display screen equipment (DSE) self-assessment. This will identify any risks or special requirements needed. Steps will then be taken to reduce risks based on the findings. All new staff will be assessed once they commence employment at the school using a 'Self Assessment Questionnaire'.

#### **Legislation**

The law relating to the use of Display Screen Equipment (DSE), such as computers, is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) (the DSE Regulations). These Regulations set down a series of minimum standards for the workstations used by DSE users.

#### **Definitions**

The Guidance to the DSE Regulations defines a “user” in the following way:

Where it is clear that use of DSE is more or less continuous on most days, the individuals concerned should be regarded as users or operators. This will include the majority of those whose job mainly involves, for example DSE based data input or sales and order processing. Where use is less continuous or frequent, other factors connected with the job must be assessed. It will generally be appropriate to classify the person concerned as a user or operator if they:

- (a) normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- (b) use DSE in this way more or less daily; and
- (c) have to transfer information quickly to or from the DSE; and also need to apply high levels of attention and concentration; or are highly dependent on DSE or have little choice about using it; or need special training or skills to use the DSE.

#### **Procedures**

In order to comply with the DSE Regulations, the following procedures are to be followed:

- All new employees who are required to use DSE in the ways described above as part of their job role will be given a self-assessment DSE questionnaire to complete within one month of starting work at Kingswood House School (see form on subsequent pages). It is the duty of the Bursar to provide this to all new starters.
- All existing employees who are deemed users should have completed a questionnaire. However, should a member of staff change workstations or become a DSE user for the first time, then another one should be completed. This should be done shortly after the change in location or job role. Whilst care has been taken to ensure that the questionnaire is self-explanatory, any queries can be referred to the Bursar.

- Where the questionnaire identifies problems, such as glare, it is the responsibility of the individual's line manager to ensure that these are rectified.
- Staff are actively encouraged to try and rotate their job tasks in order to spend a few minutes an hour away from the computer screen. This time should be spent engaged in other work duties such as teaching, telephone calls and general office administration. If any employees feels that their workload does not permit adequate breaks, this should be brought to the attention of the individual's line manager. Where possible, this situation will be rectified.
- Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.
- Staff are expected to complete the self-assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of the Headmaster` as soon as possible whereupon eyesight tests will be approved and paid for. Each employee is also expected to abide by the other procedures laid down in this policy.



## KINGSWOOD HOUSE SCHOOL

### Display Screen Self-Assessment

In line with its legal duties under The Health and Safety (Display Screen Equipment) Regulations 1992, the management at Kingswood House School must protect its employees from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones.

If you are an employee who uses DSE daily, for an hour or more at a time, whether that be at a fixed station, mobile laptop or tablet, then you are required to complete this Display Screen Self-assessment. The regulations do not apply to workers who use DSE infrequently or only use it for a short time.

This form should be completed at the start of every academic year and returned to the Bursar. He will make provisions along with the Headmaster and the Head of ICT items/findings raised to be addressed.

<b>Name (and position):</b>		<b>Date of assessment:</b>		
<b>Location of workstation/name of classroom:</b>				
<b>Job title:</b>				
<b>Questions you should ask:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Screen / Monitor</b>	Is the Screen/Monitor Image Stable and Clear?			
	Are you able to adjust the angle and position of the Screen/Monitor?			
	Is it adjustable as to allow the top of the Screen/Monitor to be level with your eyes?			
	Are you able to position the Screen/Monitor square to the keying position?			
	Are you able to adjust the brightness/contrast levels of the Screen/Monitor?			
	Is the viewing distance from your seated position to the Screen/Monitor approximately an arm's length?			
<b>Keyboard / Mouse</b>	Is there sufficient space in front of the keyboard to allow you to rest your hands and arms?			
	Are mouse pads or wrist support available if needed?			
	Does the keyboard allow a soft typing action?			
	Is there any malfunction of the keys?			
	Do you get any discomfort from using the keyboard and mouse i.e. pains in arms or wrists?			

<b>Laptop / Tablet</b>	If you are using a Laptop/Tablet at your desk is it placed in a docking station?			
	Do you use a separate mouse and keyboard connected to the docking station?			
	Are you able to adjust the height of the Laptop/Tablet to view the screen at the correct height without having to sit with your head bent downward?			
	Do you need to connect the Laptop/Tablet to a separate monitor to view it correctly?			
<b>Desk / Work Surface</b>	Is there sufficient space on your desk top/work surface to allow you to perform your task?			
	Is the desk top/work surface non-reflective?			
	Is a document holder needed?			
	Is there sufficient height and depth of space beneath the desk top/work surface to allow you to sit comfortably without having to cramp your legs?			
	Does the height of the desk top/work surface allow you to sit comfortably?			
	Do you need a footstool?			
<b>Chair</b>	Is the height of the chair adjustable?			
	Is the back of the chair adjustable for tilt and height?			
	Does the chair have a stable base?			
	Does the chair allow freedom of movement?			
	Does the floor covering/surface cause any restriction of movement for the chair?			
	Can an upright posture be achieved with arms and upper legs approximately parallel with the floor and feet flat on the floor?			
<b>Work Space</b>	Have you sufficient space to be able to move your chair clear of the desk/work station before standing up?			
	Are you able to perform your task without excess reaching, stretching or twisting?			
	Are there any obstructions under the desk/work station?			
	Are there any cables or power cords present which may create a trip hazard?			
<b>Lighting</b>	Is the lighting adequate for the tasks which you undertake?			
	Is there any glare from windows, light fixtures, or fittings that interfere with screen use?			
	Do you suffer any discomfort from the light levels?			
<b>Noise and Heat</b>	Is the equipment noisy so that it distracts attention or disturbs speech?			
	Is the equipment positioned to allow dissipation of heat?			
	Does the temperature in the workplace cause you any discomfort?			

<b>Software</b>	Does the software cause you any concerns?			
	Have you been trained in the use of the software?			
<b>Work Patterns</b>	Are you able to get up and move around at regular intervals?			
	Are you able to look away from the Screen at intervals during the course of inputting data etc.?			
<b>Health Monitoring</b>	Are you aware of the availability of an eye sight test?			
	Have you had an eye sight test in the last two years?			
	Have you been instructed about the risks that can arise when working with Display Screen Equipment?			
	Have you been made aware of the HSE's guidance on DSE?			
	Do you know who to contact within the School if you have any health or safety concerns whilst working at your workstation?			

<b>Comments:</b>
<b>Signature:</b>



## **KINGSWOOD HOUSE SCHOOL**

### **Appendix G – Management of Contractors Policy**

#### **Introduction**

The aim of this Policy is to provide guidance to all staff at Kingswood House School involved in the appointment, use and management of contractors.

The policy will be most applicable for the Bursar, however other departments and individuals will require the appointment of contractors from time to time. This policy will cater for all types of contractor and therefore all responsible persons employing contractors are required to follow this policy.

#### **Types of Contractor**

Here at Kingswood House School contractors can be split into two identifiable categories. There are those one off contractors who are found at short notice and called in to carry out one-off projects/jobs. Examples may include:

- Electricians being invited in to replace light fittings
- Plumbers called to fix a problem in the boiler room
- Tree Surgeons who have been asked to prune back trees or remove fallen branches.

There are also those 'third party contractors' who come into the building and carry out work based upon pre-arranged service agreements or sub contractual agreements, for example:

- Cleaners carrying out their daily domestic duties
- IT specialists carrying out scheduled maintenance or installing new software
- An external company coming to run after school clubs and care groups.

It is the duty of Kingswood House School to manage all types of contractors in order to establish safe systems of work.

#### **One Off Contractors**

To achieve a safe level of control here at Kingswood House School, all one off contractors are required (before the commencement of any work), to read and sign a copy of the school's 'Code of Practice for Contractors working on site' document, outlining what is expected of them when carrying out work at any of the school sites. In specific instances where the scope of works is deemed high risk or potentially hazardous then a permit to work may also be required.

A Permit to Work system is a formal written system used to control certain types of work that are potentially hazardous. It specifies the work to be done and the precautions to be taken, prior to the commencement of any such work. Permits to Work form an essential part of safe systems of work for many maintenance activities and as such help to safeguard contractors and others working on site. They allow work to start only after safe procedures have been identified and defined and they provide a clear record that foreseeable hazards have been considered.

Permits to Work must be obtained from the Bursar and completed prior to the commencement of any of the following work:

- Working at Heights
- Confined Space Works
- Hot Works
- Electrical Works
- Alarm and Safety Systems Works
- Heavy Lifting/Maintenance Works
- Excavations
- Gas Works

### **Third Party Contractors**

Third Party Contractors are often asked to attend site as the result of long running service and maintenance agreements within the school. They are issued with a short guide on health and safety matters at Kingswood House School. Please refer to the Health & Safety Guide (see Appendix B). They are also expected to produce documentation relating to their health and safety arrangements. They will need to provide the school with:

- Photo ID of their employees, or anyone who the company sends to the school,
- Work permits,
- Risk assessments,
- Relevant health and safety arrangement documentation,
- Insurance documents
- Indemnity insurance documents
- Method statements

Third Party Contractors will be asked to review these documents annually via e-mail and supply any revised documentation to the Bursar.

### **Kingswood House School Staff Responsibilities**

Staff are expected to inform the Bursar if they invite any one off contractors in so that he may assist and help identify if a Permit to Work is required and supply the necessary documentation.

Whilst the Bursar will more often than not be the person responsible for arranging and appointing contractors, ALL members of the Kingswood House School staff (who have invited contractors in) are to ensure that any necessary paperwork and checks have been conducted, issued and completed before any contractor begins work.

Whichever member of staff invites a contractor in to carry out works, they inevitably become the 'Nominated Responsible Person' for the contractor and their works whilst on site.

If a Permit to Work is required, then The Nominated Responsible Person's signature confirms understanding of the work or task to be done, the hazards involved, and the precautions required. It also confirms that permit information has been explained to other staff who may be involved in the task or work.

Hand back is signed by the Responsible Person in charge of the work, or member of staff certifying work is completed.

Where a Risk Assessment or method statement identifies a need for training a Permit to Work will NOT be issued until the Bursar has verified that training has been given. He will retain copies of training verification and he will only authorize the issue of such permits to the named individual.



### **Completion of the Work**

The permit issuer/Responsible Person will keep track of progress, monitoring any health and safety issues that may arise, until the job finishes.

The Responsible Person in charge of the works will confirm completion of works and cancel the permit. All permits must be returned to the issuer.

The permit is to be kept by the Bursar. It is to be kept for three years.

Any health and safety issues relating to operation of the permit-to-work system in any given situation must be reported to the Headmaster.



## KINGSWOOD HOUSE SCHOOL

### Code of Practice for Contractors working on site

In carrying out contracted work at Kingswood House School I undertake to adhere to the Health and Safety Policies, Procedures and Legislation extant at the School. Of which, the important points are listed below:

1. I and my staff will conduct ourselves such that we comply with the tenets of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and Keeping Children Safe in Education Regulations. In particular, we will not carry out any act or omission which places myself, my staff, or school staff, pupils and visitors to the school, at risk.
2. I will provide adequate control of any health and safety risks arising from the work I and my staff carry out, and maintain safe and healthy working conditions therefore.
3. I have arranged that my staff and I have received all necessary training and certification to carry out the tasks for which I am contracted.
4. I and my staff will maintain a safe working environment in the areas under my control for the duration of the contract.
5. I have provided all my staff with the necessary information, instructions, and training to ensure their competence for the tasks entrusted to them.
6. I and my staff will conduct ourselves to minimise the risk of accidents and work related ill-health.
7. I shall bring to the immediate notice of the Bursar any potential breach of this policy.
8. I will inform the Bursar of any accidents involving me or my staff, although I retain management and reporting requirements for such accidents.
9. I will bring to the immediate attention of the Bursar any aspect of school activity that may impinge on the health and safety of me and my staff.
10. I understand that in order to comply with the Keeping Children Safe in Education Regulations any contractor on site during a school day, will be required to produce photographic I.D (*acceptable forms of ID is deemed to be a current passport or photo card driving licence*) and have completed appropriate checks before the commencement of any work.

I have read and understood this abbreviated briefing, and undertake to abide by its provisions.

Signed..... Print.....

Company name..... Date.....

**FOR OFFICIAL USE:**

**IS A WORK PERMIT REQUIRED?**        **YES**        **NO**



## KINGSWOOD HOUSE SCHOOL

### Permit to Work

This Permit to work has been issued because the nature of the works has been identified as being potentially hazardous by the school and therefore extra precautions must be taken.

#### Part 1 and 2 must:

- Be completed by contractor in overall charge of the works.
- Counter signed by the schools authorised person in charge

Before the commencement of any works

#### Part 1 (pre-work details)

<b>Company</b>						
<b>Competent person</b> <i>(contractor in overall charge of works)</i>						
<b>Valid from date / time</b>				<b>To date / time</b>		
<b>Project time</b>						
<b>Location</b>						
<b>Nature of activity &amp; risk</b>						
Asbestos Works		Confined Spaces		Diving		
Electrical Works		Excavations		Gas Works		
Hot Works		Roof Works		Work at Height		
<b>Description of work</b>						
<b>Safety check list</b>				<b>Yes</b>	<b>No</b>	<b>N/A</b>
Has the equipment been isolated from all sources of supply?						
Have warning signs been displayed at isolation point?						
Have safety locks been fixed at isolation point?						
Has the area been cordoned off and safe from falls?						
Has the system been proved dead?						
Have provisions for hot working been made?						
Have fire systems been isolated?						
Are those carrying out works competent and trained?						
Has a risk assessment been carried out and a method statement in place?						
Is personal protective equipment required?						

Hard hat		Ear defenders		Eye protection		Face mask	
Gloves		Overall		Safety boots		Screens	
Barriers		Fall Arrest		High visibility jackets		Signage	
Additional Safety measures required:							
Special instructions:							

**Part 2 (receipt to be completed by contractor in overall charge)**

I acknowledge receipt of this permit and hereby declare that I accept responsibility for carrying out the work as described in part 1 of this permit.

I have been shown and retained a copy of the risk assessment, method statement and safety measures that have been implemented. I understand and accept all special instructions noted in part 1 and agree that no attempt will be made by me or persons under my control to undertake any other work in any other location, system or equipment not subject to this permit.

I will not leave the work site while the work is in progress and if I have to leave the work site temporarily, I will suspend the work and ensure that adequate safety precautions are taken until the work is resumed upon my return.

I will retain this permit while the work is in progress and will return it to the authorised person when the work is completed or stopped.

<b>Name</b>		<b>Date</b>		<b>Time</b>	
<b>Position</b>		<b>Signed</b>			
<b>Company</b>		<b>Phone No.</b>			

*(To be completed by schools authorised person in charge)*

<b>WORK Issued by</b>		<b>Date</b>	
<b>Position</b>		<b>Signed</b>	

***This permit is not valid until parts 1 and 2 have been signed***

**Part 3 (Clearance to be completed by contractor in overall charge)**

I hereby declare that the work described in part of this permit has been:		✓ / x
1	<b>Satisfactorily</b> completed and that all persons, tools and instruments under my control have been withdrawn.	
2	<b>Stopped / abandoned</b> , that all persons, tools and instruments under my control have been withdrawn, and that the area / equipment has been made safe pending the issue of another permit.	

I have warned all persons under my control that it is no longer safe to continue work. For hot work, all areas to which heat and sparks may have spread have been thoroughly inspected on completion of work and thirty minutes later, and no smouldering fires were discovered.

<b>Name</b>		<b>Date</b>		<b>Time</b>	
<b>Position</b>		<b>Signed</b>			
<b>Company</b>					
<b>Reason for stopping work and action taken</b>					

**Part 4 (Cancellation to be completed by schools authorised person in charge)**

I hereby declared that the work described in part 1 has been satisfactorily completed / stopped and that this permit is cancelled. The original permit has been returned to me.

<b>Name</b>		<b>Date</b>		<b>Time</b>	
<b>Position</b>		<b>Signed</b>			



## KINGSWOOD HOUSE SCHOOL

### Appendix H – Manual Handling Guidance

#### Purpose of Section

The purpose of the Section is to set out the procedures to be followed, and the precautions to be taken, for manual handling at Kingswood House School.

#### Background

Manual handling of loads is one of the most common causes of injury at work and every effort must be made to prevent this. Over a third of all accidents reported each year to enforcement authorities arise from manual handling.

#### General Guidance

Because of the frequency of injury from manual handling, staff should consult with the Bursar before attempting to move any heavy or awkwardly shaped item. If necessary, ask the Bursar to provide assistance.

Moving lighter objects still requires care. Consider:

- Bending the back can increase the load on the body by as much as two and a half times that exerted when lifting without bending the back (knees bent).
- A load carried at arm's length exerts a five-fold increase in strain as against a load held close to the body.
- Lifting above shoulder height cuts a safe load to three-quarters of that at lower levels.
- Frequent lifting can reduce a safe load to as little as one quarter of that for a single lift.

The school will organise training in manual handling appropriate to their needs for all staff.

#### Picking up an Object

Staff should **NEVER** attempt to carry anything too heavy (or where the shape inhibits movement) on their own. They need to get help.

Staff need to plan the move i.e. determine where they are taking the item and whether there is a clear space already available to receive it. If lifting to shoulder height they should check that there is somewhere to rest it mid-way e.g. a bench or shelf and ensure vision over the top of the load will not be obstructed.

Staff need to try the object for weight first by lifting one corner slightly and to determine which side is heaviest.

- Stand firmly - feet about 12 to 15 inches apart.
- Stand close to the object with one foot slightly in front of the other and pointing in the direction of the movement.
- Bend the knees.
- Back should be held straight with chin tucked in.
- Grip the object firmly but safely within the bounds of reach. If this is not possible, get help.
- Use the whole of the hand and not just the fingertips.
- Use mainly the leg muscles not the arms or back.

- Do not jerk the object as it is lifted, keep the movements smooth.
- Keep the load close to the body and keep the heaviest side towards the trunk of the body.

### **Putting Down an Object**

Keep the back straight and lower the object by bending the knees. Keep the movement as smooth as possible. Avoid trapping fingers by putting the load down askew and adjusting afterwards.

### **Pushing/Pulling a Heavy Object**

Follow this procedure:

- Ensure the path intended to push/pull across is clear and smooth.
- Tuck the chin in.
- Keep the back and arms as straight as possible.
- TO PUSH - Thrust with the front-foot and use the back-foot to maintain balance.
- TO PULL - Thrust with the back-foot and use the front to maintain balance.

### **Ways of Reducing Risks of Manual Handling Injury (The TILE technique)**

#### **The Task**

- Improving the task layout - improve flow of materials, ensure optimum position for storage. Heaviest items should be stored around waist height.
- Changes to the layout or sequence of operations can remove the need for twisting, stooping, or stretching.
- Using the body more efficiently - hold the load close to the body, place feet close to the load.
- Replace lifting by controlled pushing or pulling.
- Improving the routine - consider changes to the frequency of handling, consider flexible break/rest periods, consider job rotation.
- Handling while seated - not a recommended practice other than for small, light loads.
- Team handling - consider using two people, ensure adequate space, access and handholds, use a stretcher or slings where appropriate.
- Personal protective equipment - use gloves, aprons, overalls, safety footwear etc.
- Consider alternative methods of handling if there is a risk from the contents. Ensure good maintenance and accessibility of equipment.
- Ensure an efficient defect reporting system.

#### **Individual Capability**

- Personal capacity - consider individuals' concerns regarding their suitability for manual handling duties, including age, sex, strength, pregnancy and any medical 'disability'.
- Knowledge and training - the handling operation should be designed to suit the individual. Employees should be involved in the development and implementation of manual handling training and the monitoring of its effectiveness.
- Attention must be given to - recognition of hazardous loads, dealing with familiar loads, use of handling aids.
- Use of personal protective equipment.
- Working environment - importance of good housekeeping.

#### **The Load**

- Making it lighter - consider products in smaller containers, sort the goods into weight categories, making them smaller.
- Make easier to grasp - consider handles, hand-grips, and indents.
- Stability - containers holding liquids or powders should be well fitted, alternative means of handling should be considered.
- Loads should be clean.
- Sharp corners, jagged edges etc should be avoided, use handling aids or personal protective equipment.
- Consider risks from hot or very cold surfaces and equipment.

### Working Environment

- Removing space constraints - make sure there is enough room. Maintain high standards of housekeeping.
- Condition and nature of floor - it should be flat, well maintained and properly drained. Slip resistant surfaces should be considered.
- Clear away spillage promptly.
- Working at different levels - transfer from one level to another by gentle slope. Avoid manual handling on steep slopes. Working surfaces should be at a uniform height.
- Temperature - maintain a comfortable working temperature. Where this is not possible, personal protective equipment will be necessary.
- Lighting - sufficient lighting is essential.





## **KINGSWOOD HOUSE SCHOOL**

### **Appendix I – New and Expectant Mothers Guidance**

#### **New and expectant mothers at work – A guide for employers**

This is a guide for employers on protecting the health and safety of workers who are new or expectant mothers. Kingswood House School endeavours to follow it as closely as possible.

This guidance is issued by the Health and Safety Executive (HSE), and therefore informs any inspectors, such as ISI and OFSTED. Following the guidance is not compulsory and the school is free to take other action. But if it does follow the guidance it will normally be doing enough to comply with the law. Inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

1. Pregnancy should not be regarded as ill health. It is part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.
2. Many women work while they are pregnant and may return to work while they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their child(ren). Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and while breastfeeding.
3. In most cases pregnancy usually goes undetected for the first 4-6 weeks. It is important for employers to identify hazards and risks for all female employees of childbearing age. They should also take into account that some hazards can present more of a risk at different stages of the pregnancy.
4. The law at present requires employers to assess risks to their employees, including new and expectant mothers, and to do what is reasonably practicable to control those risks. Exposure limits for hazardous substances and other agents are set at levels which should not put a pregnant or breastfeeding worker, or her child, at risk. (In some cases, there are lower exposure levels for pregnant workers, or for women of childbearing capacity, than for other workers.) Controlling common workplace risks appropriately will reduce the need for special action for new and expectant mothers.
5. This guidance takes the school through the actions required, provides information on known risks to new and expectant mothers, and gives advice on what is needed to comply with the law. There is also some advice on other aspects of pregnancy which may affect work. Although these are not covered by legal requirements, the HSE recommends that they are taken into account.

#### **Legal requirements**

6. The health and safety of new and expectant mothers at work is covered by the Management of Health and Safety at Work Regulations 1999 (MHSW). The school is required to assess risks to all employees and to do what is reasonably practicable to control those risks. It is also required to take into account risks to new and expectant mothers when assessing risks in their work activity.
7. If a risk cannot be avoided by other means, the school is specifically required to make changes to the working conditions or hours of a new or expectant mother, offer her suitable alternative work, or if that is not possible suspend her for as long as necessary to protect her health and safety and that of her baby.

8. Where an employee works nights and produces a certificate from a registered medical practitioner or a registered midwife showing that it is necessary for her health and safety not to work nights, she should be suspended from her work for the period identified in the certificate. The Employment Rights Act 1996 requires that suitable alternative daytime work on the same terms and conditions should be offered before suspending the woman from work. If this is not practicable legal advice should be sought.
9. The school only has to follow the requirements outlined in paragraphs 7-8 once it has been notified in writing that a worker is pregnant, has given birth in the previous six months, or is breastfeeding. The school may request, in writing, a certificate from a registered medical practitioner or a registered midwife confirming the pregnancy. If, within a reasonable period of time, the employee has not produced the certificate the school is not required to continue following the requirements.
10. Under the Workplace (Health, Safety and Welfare) Regulations 1992 the school is required to provide suitable facilities for workers who are pregnant or breastfeeding to rest.

#### **Definitions**

11. The phrase 'new or expectant mother' means an employee who is pregnant, who has given birth within the previous six months, or who is breastfeeding.
12. 'Given birth' is defined in the Management of Health and Safety at Work Regulations as 'delivered a living child or, after 24 weeks of pregnancy, a stillborn child'.

#### **What the school needs to do**

13. In assessing risks to school employees the school specifically considers workers who are new or expectant mothers, and takes action to ensure that they are not exposed to any significant risk. The school will also ensure that the person carrying out the assessment is competent and able to take due account of all relevant information.
14. Normally the Bursar will carry out a risk assessment using the attached pro forma. The monthly checks do not have to be a formal assessment, but to ensure that agreement is reached with the Head of Department concerned and the Bursar that appropriate measures have been taken as a pregnancy progresses.



**KINGSWOOD HOUSE SCHOOL**

**New and Expectant Mothers Work Assessment**

**To be completed by the Bursar**

<b>NAME OF EMPLOYEE</b>		<b>DATE OF NOTIFICATION</b>	
<b>DATE OF CONFINEMENT</b>		<b>MEDICAL CERTIFICATE RECEIVED</b>	

**1. Do the employee's duties include the following hazards and are there any significant risks?**

	YES	NO	Describe any relevant points
Manual handling			
Standing or sitting for long periods			
Working in a small workstation			
Working for prolonged periods without a break			
Night work			

**2 Are there any known hazards from the work location?**

YES  NO

If YES, give details

.....

.....

**3 What actions have been discussed and agreed with the employee to control the risks from any identified hazard?**

.....

.....

<b>SIGNED:</b>		<b>MANAGER</b>		<b>EMPLOYEE</b>		<b>DATE</b>	
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**WEEKLY REVIEW**

THIS MAY BE AN INFORMAL DISCUSSION, AND DOES NOT REQUIRE A RE-ASSESSMENT IF THE EMPLOYEE IS SATISFIED THAT ALL IS PROCEEDING WELL

<b>SIGNED:</b>		<b>MANAGER</b>		<b>EMPLOYEE</b>		<b>DATE</b>	
<b>SIGNED:</b>		<b>MANAGER</b>		<b>EMPLOYEE</b>		<b>DATE</b>	
<b>SIGNED:</b>		<b>MANAGER</b>		<b>EMPLOYEE</b>		<b>DATE</b>	
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<b>SIGNED:</b>		<b>MANAGER</b>		<b>EMPLOYEE</b>		<b>DATE</b>	



## KINGSWOOD HOUSE SCHOOL

### Appendix J – Physical Education Guidance

#### **Purpose of Section**

The school recognises its responsibilities for staff and pupil safety while they are engaged in physical education activities. This section gives general guidance on safe operating procedures for general physical education at Kingswood House School.

#### **Reference**

The Association for Physical Education (afPE): Safe Practice in Physical Education, School Sport and Physical Activity guide should be applied when physical education activities are carried out by the school.

#### **General Guidance**

Pupils are generally at greater risk of injury whilst participating in sports and physical education than in most other school activities. It is therefore important that for all physical education at Kingswood House School, that lessons are carefully planned, pupils are closely supervised and that supervisors have good knowledge of the sport. Staff competence and the level of supervision will depend on the activity and must be assessed and approved by Head of Sport.

Accidents are rarely the result of a single cause, there is often a series of failings. The following factors should be taken into consideration before any activity is undertaken, and appropriate action taken to reduce the risk of accidents:

- The type of activity chosen
- The aptitude of the individual(s)
- The level of experience of the teacher
- The class size
- The weather
- The physical conditions
- The behaviour of the pupils on the day

#### **Physical Education Facilities**

The school has various locations where physical education can take place:

- The Hall which is used for a range of physical activities
- On-site sports grounds (field, astro turf and courts including climbing wall) which are used for a range of outdoor sporting activities
- Off-site sports grounds (Ashted Cricket Club and Parsons Mead Grounds)
- The Swimming Pool at Epsom College (when in use).

#### **Risk Assessments**

Risk assessment is central to the effective management of health and safety when dealing with physical education. It is the duty of the Head of Sport to ensure that risks are adequately identified, assessed and controlled to prevent harm to employees and pupils, as well as spectators. Risk assessments for the use of the hall for Physical Education can be found with the Head of Sport and in the bursar office.

#### **Physical Education Supervision**

All timetabled physical education and games sessions at Kingswood House School are to be supervised by a knowledgeable member of staff. The Head of Sport is responsible for assessing whether a member of staff is 'qualified' to supervise a specific sport.

## **Duties of Supervising Staff**

The member of staff supervising physical education is responsible for the following:

- Safe participation in that activity, particularly when using any equipment
- Communicating effectively with pupils and any spectators
- Anticipating problems and preventing accidents
- Intervening to prevent behaviour which is unsafe
- Identifying problems quickly and taking appropriate action
- Reporting any dangerous incidents

## **Rules for Physical Education**

The rules for physical education are clearly set out by each sport association, and these are to be followed. At Kingswood House School, the following additional rules apply:

- Activities and equipment must be appropriate to the ability and training of the staff, students, and the class size.
- Pupils must be dressed in appropriate clothing and footwear for the activity.
- Pupils must wear appropriate protection. Mouthguards are compulsory for hockey and contact rugby.
- Pupils must remove all jewellery and watches before participating in sports & games, and long hair should be tied back.
- Eating or chewing gum is forbidden during sports & games.
- Only purpose-made equipment/apparatus conforming to the relevant British Standards Institution specifications should be used.
- All equipment should be regularly inspected to ensure that it is in good condition. Any defects should be reported and the equipment taken out of use until the fault is rectified.
- Equipment should be positioned so that lighting or sunlight does not cause glare.
- Safety matting of sufficient size and density must be used where necessary.
- All pupils should take part in graded warm up exercise to help prevent muscle strain or torn ligaments.
- Pupils are to be continually monitored during timetabled lessons.
- All sports equipment is to be locked away when not in use. The key is only to be signed out to approved staff or external organisations.
- All Sports staff must be trained in first aid. Appropriate first aid is to be immediately available for football and hockey.

## **Mouthguard Policy**

At Kingswood House School, mouthguards must be worn for any contact rugby sessions or field hockey session - it is recommended that mouthguards should be custom fitted but they can be moulded at home or at school. Mouthguards are compulsory for all players involved in rugby & hockey fixtures (internal or external).

## **Checking of Physical Education Equipment**

All equipment is to be visually inspected prior to use on every occasion by the Head of Sport and relevant games staff. This inspection is to be recorded and reviewed at the end of each academic year. Faults are to be reported to the Head of Sport.

## **Incident Action Plan**

In the event of an incident the following is to take place:

- The activity is to be stopped immediately.
- In cases of injury either the school office or emergency services should be called; in any case the school office should record details of the injury in case later RIDDOR reporting is required.
- In cases of disorderly behaviour the pupils should be appropriately disciplined in accordance with the school disciplinary procedures.

## **Reporting of Accidents**

Staff must ensure that accidents during sports and PE activities are reported and recorded promptly and accurately. Where remedial action is necessary to prevent future accidents, this should also be recorded. All accidents should be reported using the school accident reporting procedures set out above.



## **KINGSWOOD HOUSE SCHOOL**

### **Appendix K – Security Policy**

#### **Introduction**

This policy ensures that plans and procedures at Kingswood House School enable the school to meet the standards of individual and collective personal security that are required by regulation, in particular the Health and Safety at Work Act 1974 et seq, the Management of Health and Safety at Work Regulations 1998 and the Regulatory Requirements of Independent Schools, as published from time to time by the Independent Schools Inspectorate. The quality of pastoral care, and the welfare, health and safety of pupils is affected by the security posture and attitudes within the school of both staff and pupils, as well as by physical features such as locks and lighting.

#### **Communication**

This policy is communicated to all staff through the Health and Safety Policy and is available to all staff on the school intranet. Security is included as a subject to be covered by the Health and Safety Committee and security will always be a standing agenda item.

#### **Statement**

The Governors of Kingswood House School recognise that just as the school has a duty to maintain the health and safety of staff, pupils, parents, and visitors, they have an equal duty to maintain their personal security. Kingswood House School is a closed site; only those who have business at the school are entitled to be within the grounds and there are no public rights of way through the grounds. Vehicular access is only possible to the front of the school and on pre arranged occasions, it can be facilitated via the carpark entrance. The building will be kept locked when it is unmanned. No pupils will be in the building without staff present. Pupils are always under some form of supervision; direct in most instances, but loose supervision is the norm in certain circumstances. No visitor or contractor may remain unescorted unless they have been signed in Reception and a member of staff has taken personal responsibility for their actions whilst on school grounds.

#### **Funding**

The Governing Body will ensure that funding is made available when security issues that are brought before them are deemed by them to warrant suitable expenditure.

#### **Reporting**

Security issues will be included in Health and Safety Reports to the Governing Body.

#### **Duties of Staff**

##### ***The Headmaster***

The Headmaster is ultimately responsible for the implementation and operation of the Security Policy and will:

- Ensure that all staff appreciate the importance of security and understand the Policy Statements above.
- Ensure that the Senior Leadership Team's deliberations on the routines and procedures that are to be followed in the school are appropriately promulgated and maintained.
- Ensure that all staff accept their own responsibility.

- Ensure that staff are made available for appropriate security training.
- Ensure that parents are aware of the security posture of the school and that they are encouraged to play their part in its maintenance.
- Ensure that advice and co-operation is obtained from the police.
- Ensure that there is a procedure for contacting the police routinely, and in an emergency, and that staff are aware of it.
- Ensure that there is a security incident reporting procedure within the school and that all crimes are reported to the police and an appropriate crime number is obtained.
- Ensure that the Health and Safety Committee review reported incidents so that any trends may be spotted and acted upon.

### ***The Bursar***

The Bursar will:

- Review the security risk assessment annually.
- Ensure that there are periodic security inspections of the school. These may be combined with health and safety inspections.
- Ensure changes in security are reported to the school's insurance brokers and seek advice from them should any sizeable investment in security be considered.
- Ensure that security is considered as a part of the overall risk management strategy of the school.
- Ensure that security forms part of the induction of all new staff.
- Ensure that all parties using school premises or facilities are aware of the policy and what is required of them.

### ***All staff, pupils, and parents***

As part of the school's security procedure, it must be recognised that good security involves everyone. This includes awareness of whether something feels wrong, and reporting suspicions accordingly, challenging unknown persons in the grounds as to their business, and reporting instances of physical breaches of security, such as gates being unlocked when they should be locked, and doors left open. Security also includes the safeguarding of information that should remain confidential to the school.

### **Day to Day Security Routines**

The school routines that have been developed by the Senior Leadership Team and that are used throughout the school have been designed to maintain a suitable security posture at all times, be it in the school day, out of school hours, or in the holidays. They take account of the Security Risk Assessment and are reviewed as the Senior Leadership Team deems necessary. They take account of the physical features of the school, the staff/pupil ratio, and the programmes for each year group, and climatic and seasonal factors. Security features as a standing agenda item at the Health and Safety Committee meetings, and any member of staff may ask their representative at this Committee to raise their concerns if necessary. Defects should be dealt with in the normal way to the Bursar.





## **KINGSWOOD HOUSE SCHOOL**

### **Appendix L – Staff Health & Safety Training**

#### **Introduction**

The school has a legal responsibility to instruct and train all staff on appropriate health and safety issues, including safe systems of work, in order to ensure their health, safety and welfare and that of other people affected by their work, such as pupils and visitors. This section sets out the school's policy for achieving this responsibility.

#### **Legislation**

The requirement to train employees in health and safety matters is contained in Section 2(2)(c) of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and the Health and Safety (Training for Employment) Regulations 1990.

#### **Policy**

The school's policy is that all staff should complete the appropriate health and safety training before undertaking any tasks. Given the range of jobs and tasks undertaken by members of staff at Kingswood House School, the training requirement for individuals may be different and therefore training is delivered in a phased approach:

- All staff receive induction training on general health and safety matters when they start at the Kingswood House School.
- Health and safety training or updates is given to staff as and when necessary from either the Bursar or a Health & Safety Consultant.
- Training required because of any change to tasks or equipment is organised by the Headmaster or Bursar prior to work starting on that task.

#### **General Training Requirement**

##### **Induction Training**

Induction training is critical for new employees. The school will hold formal induction training for new employees who join the school covering the following areas. The Bursar and SLT are responsible for training covering:

- a. School Health & Safety Policy and Appendices and where to find them
- b. Key health and safety issues
- c. Fire procedures

##### **On the Job Training**

In addition to the basic induction training, 'on the job' training is to be undertaken to ensure that all employees are aware of the safe systems of working in their area. This is to be organised by the Bursar.

##### **Regular Health and Safety Training**

The Bursar is responsible for ensuring that regular health and safety training is included in the in-service training for all staff. Fire awareness and safety training is held every year along with a health and safety refresher session. Topics including working at heights and manual handling will be addressed every three

years. This training will either be undertaken by qualified internal staff or external experts, including the Bursar.

### **External Training Courses**

Some health and safety training will only be available from external sources at a cost. Any requirements should be identified by Subject Leaders and line managers and approval for courses should be given by the Headmaster or Bursar.

### **Training Records**

It is important that all health and safety training is recorded. Where appropriate (i.e. individual courses) records should be kept in a member of staff's personal file. Attendance at training undertaken at the school is to be noted at the time and a list signed by the training provider. All training records are to be kept by the Bursar for recording and retention. The Bursar reports termly training records to the Board of Governors.

### **Management**

It is important that all line managers and staff recognise the importance of health and safety training and the need to report issues promptly to the Bursar or the Headmaster.

Training matters will also be discussed at the Health and Safety Committee on a termly basis. Any issues that cannot be resolved are to be passed to the Board of Governors by the Headmaster for action.