

Policies and Guidance – Health and Safety

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| Policy Title: | Health and Safety |
| Why we write policies: | <i>The Thriving Small Business wrote 7 Reasons to Writing Business Policies and Procedures, identifying these as, Articulation of Required Steps, Performance Measures, Process Consistency, Serve as a Training Tool, Incorporates Worker Experience, Training Refresher, Foundation for Process Improvement.</i> Whilst we agree with the points they identify, we also see them as so much more. Our policies are the reflection of who we are as an organisation, what we are collectively striving for and how we aim to achieve those goals. None of our policies are written in isolation and should be read in conjunction with one another. If you see any areas where our policies could better represent who we are, or could be developed to support achieving our objectives please let us know. |
| Why we wrote this one: | it is essential that all persons are able to work and study in an environment where they feel safe and secure. The Health and Safety policy outlines the best practices that the school follows to ensure our community are as safe as they can reasonably be. |
| Who wrote this?: | Julian Roberts, Director |
| Who reviewed this?: | Every policy is reviewed by the Senior Leadership Team and a professional from the advisory group. |
| How do we know this stuff?: | https://thethrivingsmallbusiness.com/7-advantages-to-writing-business-policies-and-procedures/ , Children and Families Act 2014, SEND Code of Practice 2015, West Heath School, Five Acre Wood School, Heath Farm School, Rowhill School, KELSI, Tonbridge Grammar School. |
| When did we write this?: | October 2019 Version 2 |
| When are we checking it?: | August 2020 |
| Where else can I read this?: | theviewschool.org, The school office |
| Our approach: | <p>We have followed Kent County Council’s guidance on school Health and Safety.</p> <p>The View School Ltd is committed to establishing and implementing arrangements that will:</p> <ul style="list-style-type: none">ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.provide adequate facilities and arrangements for welfare. |

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provide and maintain safe plant and safe systems of work without risks to health.

ensure safe use, handling, storage and transport of articles.

provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

The View School Limited as the employer has a statutory duty in respect of health and safety of the school community and to ensure that premises and people are healthy and safe.

The responsibility is devolved to the headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The head teacher will ensure the overall implementation of this policy.

Headteacher Responsibilities: To ensure this policy is reviewed annually, or before if there are any changes in circumstances.

To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood.

To include health and safety issues in the school improvement plan, if necessary.

To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate.

To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance.

To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices.

To liaise with The View School Ltd and/or with contractors to resolve property maintenance issues.

To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.

To ensure that emergency evacuation procedures are in place and tested.

To ensure that adequate first aid provision is available and kept up to date.

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To report health and safety issues to the CEO on a regular basis.

To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members but the responsibility remains with the head teacher.

Proprietor responsibility

The View School Ltd will provide Head teacher with appropriate training, support and resources to ensure the Health and Safety policy and procedures are met

Responsibility for the health and safety of pupils lies with the View School Ltd as the employer of staff and because it has responsibility for the school premises.

The View School Ltd will promote a strategic overview for health and safety.

The View School Ltd will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.

The View School Ltd will make adequate provision for maintenance of the school premises and equipment.

The View School Ltd will support and monitor health and safety within the school.

Staff Responsibilities

Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.

Will co-operate with their employer on health and safety matters.

Will not interfere with anything provided to safeguard their health and safety or that of others.

Have a duty to report all health and safety concerns to the head teacher or their line manager.

Safety Representatives

Safety representatives of a Trade Union have the following functions:

Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees.

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Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them.

Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.

Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace.

Present the findings of investigations to you.

Inspect the workplace;

With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

Consultation with Employees It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health & Safety and Safeguarding are standing items on all staff meeting agendas.

Information

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

A copy of the Health and Safety Law Poster can be found at school entrance & the school office

The head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

Tasks and Training

Induction training will be ensured for all members of staff by a competent person.

Training will be identified, arranged and monitored by the head teacher

Staff are also responsible for drawing to the attention of the head teacher their own personal training needs.

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Training records will be easily accessible for audit purposes and will be kept up to date Appendix 3

Monitoring

The head teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year. Appendix 12 & 12a

The site manager is responsible for investigating accidents although the accountability lies with the head teacher.

The headteacher is responsible for investigating work-related causes of sickness and absences.

The head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

School Activities

The head teacher will ensure that risk assessments are undertaken.

The significant findings of all risk assessments will be reported to the The View School Ltd and to all relevant staff, contractors and visitors who may be affected.

Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person.

The head teacher or delegated responsible person will check that the implemented actions have removed/reduced the risks

All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Visitors

All visitors will be issued with a visitors badge

All visitors shall be made aware of the school's fire arrangements in the event of a fire.

All visitors shall be made aware of the school's emergency procedures.

Fire & Emergency Procedures The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

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Emergency evacuation will be practiced three times a year and a record will be kept by the Site Manager:

Kent Fire and Rescue will be contacted by the site manager

Regular testing of fire alarms will occur weekly by the Site Manager

The fire log book will be kept by the Site Manager in the School Office

Fire Fighting:

Staff will Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should only use fire extinguishers if trained in how to operate them safely. All staff will receive training annually, however, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.

Fire Precautions:

The Site Manager is responsible for fire safety

The site manager will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

Bomb Alerts:

Bomb alerts will be dealt with in accordance with the school's fire evacuation.

First Aid Arrangements:

The head teacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

The headteacher will hold a Safety at work qualification

A list of first aiders and contact details can be found in the school office

The head teacher will ensure that there are an appropriate number of first aid boxes, with instructions.

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*The first aid boxes are located at the **medical room, the staff office and the reception office***

A first aid risk assessment will be carried out by the head teacher to determine the above factors.

The school will follow the procedure for completion of incident / accident records.

All reportable incidents under RIDDOR '95 will be reported to the HSE by the school.

HSE Contact Details:

Incident Contact Centre

www.hse.gov.uk

Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

Information Technology The headteacher will ensure that suitable arrangements are in place for the use of Information Technology.

Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.

Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

Legal Requirements

The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.

The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

Safe Handling of Substances

The head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

The Site Manager or delegated responsible person will be responsible for undertaking COSHH assessments.

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The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The head teacher will be responsible for checking that all new substances can be used safely before they are purchased.

COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Inspection of Premises

The Site Manager will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.

All identified maintenance will be implemented.

Routine checks will be undertaken by the site manager and headteacher teacher.

Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.

Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

Asbestos Management

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The head teacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The head teacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

Legionella Management

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

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The View School commissioned a water risk assessment in September 2019. Risk assessments will take place in line with statutory guidelines.

Monthly temperature checks and TMV servicing will be carried out by the appropriate body
(Crystal Compliance Ltd, www.crystalcompliancewater.co.uk)

Boilers

The site manager will ensure that there is an adequate risk assessment and action plan in place to cover all eventualities in the event of a gas leak or boiler failure.

List of Risk Assessments

Control of chemicals hazardous to health (COSHH)
Emergency planning
First aid requirements
Student risk assessment
Off-site visits
Room risk assessment

Additional information

RIDDOR Incident Contact Centre

The reporting service for work-related health and safety, RIDDOR incidents to the HSE. Website: www.riddor.gov.uk. E-mail: riddor@connaught.plc.uk.

Employment Medical Advisory Service (EMAS)

The Executive's Employment Medical Advisory Service (EMAS).

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

CLEAPSS (The Consortium of Local Authorities for the Provision of Science Services) Schools and colleges may obtain advice on science safety matters from the school science service as Kent is a member of this organisation until April 2012.

Health and Safety Executive

Enforcement of Health and Safety Legislation.

Tel: 0845 345 0055 online reporting

<https://extranet.hse.gov.uk/lfserver/external/F2508IE> Location:

Local office: International House, Dover Place, Ashford, TN24 1HU

County Fire & Rescue Service

Barry Healey, Station Manager – School Premises.

Tel: 01622 692121 Ext.7621

Location: Tunbridge Wells Fire Station, Gove Hill Road, Tunbridge Wells. TN1 1SD

We are always learning:

Our policies are ever evolving and are reviewed and developed accordingly. If you have any suggestions, complaints or complements please let us know.

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Appendix:

Appendices relating to this document:

- Appendix 3 Central register
- Appendix 4 Daily check list
- Appendix 4a Weekly / Monthly Check sheet
- Appendix 7 Vehicle check sheet
- Appendix 8 Fire panels works record
- Appendix 9 Fire risk Assessment
- Appendix 11 DBS Record sheet for contractors
- Appendix 12a Health and Safety prompt lists
- Appendix 15 Monthly water temperate check
- Appendix 16 & 16a Student risk assessment
- Appendix 17 Room risk assessment
- Appendix 18 Offsite risk assessment

Appendices can be found online theviewschool.org and in the school office

