



# Kensington Park SCHOOL

Part of the



## HEALTH AND SAFETY POLICY

This Policy is governed by the following:

- The Management of Health and Safety at Work Regulations 1999
- Health and Safety at Work etc. Act 1974;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Keeping Children Safe in Education (September 2020)
  - To be reviewed subject to KCSIE (Sept 2021)

## **1. STATEMENT OF INTENT**

The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999; The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, Keeping Children Safe in Education (September 2020) - to be reviewed subject to KCSIE (Sept 2021); and The Regulatory Reform (Fire Safety) Order 2005 impose legal duties on employers and employees to take care of their own and others safety at work, so far is reasonably practicable.

To enable these duties to be carried out, the Astrum Education Group (AEG) , which includes Kensington Park School (KPS), has a structure in place to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within the its structure. 3.1. The Astrum Board has ultimate oversight of health and safety (including the approval of this policy); these responsibilities are delegated to The Astrum Advisory Board (AAB). Day to day matters are delegated as outlined, and adequate resources are provided to ensure that proper provision can be made for health and safety, so that appropriate action can be taken without delay.

The AEG and KPS will also ensure that all reasonable steps are taken, and due diligence exercised, to safeguard the health, safety and welfare of all employees, pupils, visitors and members of the public who may be affected by the Group and School's operations.

This policy covers all aspects of the AEG and KPS, and unless otherwise stated references to the School refer to the AEG and KPS and pertain to all premises at: KPS Lower School - 40 Bark place; KPS Sixth Form - 59 Queen's Gate; and boarding accommodation at Princess Beatrice House - 192 Finborough Road; to staff, pupils, visitors and other users of these premises. All aspects of this policy apply to AEG, KPS and Boarding as well as other aspects of these organisations, including.

It aims to show how the AAB, Headmaster and members of community discharge their duties and responsibilities under the above legislation.

The AAB are committed to providing and maintaining a safe and healthy environment for staff, students, visitors, contractors and members of the public involved with the activities of the organisation by adherence to relevant legislation including, but not limited to, the Health & Safety at Work Act 1974, and by creating an integral and positive ethos towards health & safety.

### **1.1. It is the policy of the AEG and KPS, so far is reasonably practicable, to ensure that:**

- a) The provision and maintenance of equipment and systems of work are safe and without risk to health e.g. local exhaust ventilation, pressure systems, lifting operations, electrical and gas systems and appliances, glazing safety.
- b) Arrangements for use, handling and storage of articles and substances for use at work are safe and without risk to health.
- c) All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of pupils who may be affected by their actions.

- d) There is adequate information on articles and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
- e) The provision and maintenance of all facilities and equipment is safe, not only for employees, but also for any person who may be affected by the AEG and KPS operations or premises.
- f) The working environment for all employees and pupils is safe, without risk to health, and adequate provisions are made with regard to their welfare arrangements whilst at work.

### **1.2. It shall be the duty of all employees:**

- a) To take reasonable steps to ensure the health and safety of themselves, pupils and other persons who may be affected by their acts at work.
- b) To co-operate with the Astrum Education Group and Kensington Park School in achieving a healthy and safe working environment.
- c) Not to interfere with, or misuse, anything provided in the interests of health and safety.

### **1.3. Overview of Overarching Principles**

The AAB and the leadership within the AEG and KPS will actively promote a supportive culture where all stakeholders engage in health, safety and well-being in the workplace. In doing so the AAB will ensure as far as reasonable possible and practicable that:

- The Health and Safety Policy will be regularly reviewed, amended and updated where required. Communication of any such changes will be made to all employees.
- There are effective procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare, and these are regularly reviewed in accordance with the Health & Safety (Consultation with Employees) Regulations 1996. Health and safety matters are monitored so patterns can be spotted, and serious matters can be escalated.

The AAB will monitor the implementation of this Health & Safety Policy and in doing so will oversee, monitor and review the following:

- The Facilities Manager's responsibility to manage and lead the implementation of the Health & Safety Policy.
- That competent personnel are appointed to ensure the implementation of a safety management system that will comply with all the relevant legislation.
- That adequate training and resources are made available to allow staff to gain experience and become competent to implement and maintain the pertinent legislation and where necessary seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

- That a Health and Safety Committee, chaired by the Headmaster, and with representation from across the AEG and KPS, meets termly to review and advise on health and safety matters.
- The provision for the health and safety management of off-site visits which can be found in the Educational Visits Policy.
- That there are suitable and sufficient risk assessments have been carried out and that significant findings are recorded and the results are made known. That the outcomes of these assessments are managed to ensure the prevention of accidents and work-related ill-health so far as reasonably practicable.
- The implementation of comprehensive procedures for emergencies such as fire or significant incidents.
- The premises utilised by the School are maintained in a condition that is safe and without risk to health and that access and egress from these premises are similarly safe and without risk.
- The School complies with the Provision and Use of Work Equipment Regulations 1998 make certain that work equipment is suitable for the purpose for which it is provided, maintained in good order and inspected, where appropriate, by a competent person.
- Safe systems of work are in place so that no hazard arises from the proper use, handling, storage and transportation of equipment and substances.
- The health & safety of persons not in their employ are not placed at risk whilst on School premises or from acts or omissions resulting from the activities delivered by the School.

**1.4. Annual Objectives for 2021- 2022**

- a) To review and update all School policies
- b) Collate all School departments risk assessments
- c) Inspect all School buildings for correct compliance and building management

**signed.....**

**Headmaster**

**signed.....**

**Chair of Advisory Board**

**Dated.....**

## 2. AMENDMENT RECORD

This policy will be part of a controlled system that will audit and review the organisation and the arrangements for health and safety detailed in this document on an annual basis. This monitoring shall be both active and reactive to determine immediate and underlying causes of failings. Performance will be measured against agreed standards to establish a continual progression of improvement and development towards a first class safety management system.

This Health and Safety Policy will be reviewed annually by the Health and Safety Committee and signed off by the Astrum Advisory Board

Amendment No	Date	Subject	Amended By	Approved By
1	07/06/21	Review of policy		
2				
3				
4				
5				
6				
7				

## 3. ROLES AND RESPONSIBILITIES

Overall and Final responsibility for Health and Safety is that of the Duty Holder: The Employer: The Astrum Education Group (AEG). This is in practice delegated to the School's Astrum Advisory Board member with responsibility for Health & Safety. Day-to Day responsibility for ensuring this policy is put into practise is delegated to Ian Griffiths (Health and Safety Officer & Facilities Manager).

This table below an overview of the Responsible persons for Health and Safety Requirements, more details are provided below the table:

Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements.
To prevent accidents and cases of work related ill health and provide adequate controls on health and safety risks arising from work activities.	Ian Griffiths (Facilities Manager).	<ul style="list-style-type: none"> <li>- Relevant risk assessments completed and actions arising out of those assessments implemented.</li> <li>- Risk assessments are reviewed annually, or if working habits or conditions change, or a change in legislation.</li> </ul>

<p>To provide adequate training to ensure employees are competent to complete their duties at work.</p>	<p>Heads of Faculty and Department for everyday activities. Ian Griffiths (Facilities Manager) to provide courses and updates where and when necessary, e.g. Asbestos, Fire. Ian Griffiths (Facilities Manager) to liaise with Heads of Department to ensure all staff receive adequate training for High Risks, e.g. Working at Heights, Use of Equipment.</p>	<ul style="list-style-type: none"> <li>- Staff and sub-contractors given necessary health and safety induction including working at height, asbestos awareness, electrical safety and personal protective equipment.</li> <li>- We will ensure that suitable and sufficient arrangements are in place to cover employees engaged in work remote from the main campus site.</li> </ul>
<p>To engage and consult with employees on day to day health and safety conditions and provide advice and supervision on occupational health</p>	<p>Heads of Faculty and Department. Line Managers Ian Griffiths (Facilities Manager).</p>	<ul style="list-style-type: none"> <li>- Staff routinely consulted on health and safety matters as they arise and formally consulted at regular Estates and Bursary departmental meetings.</li> <li>- Staff also consulted during regular inspections and via departmental audits and reviews.</li> <li>- Staff also supplied with handbooks, which identify the designated Health and Safety persons.</li> </ul>
<p>To implement emergency procedures, including evacuation in case of fire or other significant incident</p>	<p>Heads of Faculty and Department. Pastoral &amp; Boarding Staff Line Managers Ian Griffiths (Facilities Manager).</p>	<ul style="list-style-type: none"> <li>- Escape route well signed and kept clear at all times.</li> <li>- Evacuation plans are tested 3 times per year (Once per term) for Socials, Twice per year for other buildings.</li> <li>- Systems in place for routine inspections and testing of equipment.</li> </ul>
<p>To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of hazardous substances.</p>	<p>Heads of Faculty and Department. Pastoral &amp; Boarding Staff Line Managers Ian Griffiths (Facilities Manager).</p>	<ul style="list-style-type: none"> <li>- Toilets, washing facilities and drinking water provided.</li> <li>- System in place for routine inspections, and testing of equipment and machinery (including vehicles such as minibuses) and for ensuring that action is promptly taken to address and defects. Maintenance logs kept.</li> <li>- Staff are trained in safe handling/use of hazardous substances.</li> <li>- Regular PAT testing.</li> <li>- Risk assessment in place for Legionella.</li> </ul>
<p>To provide safe access and egress on site for employees, students and visitors.</p>	<p>Heads of Faculty and Department. Pastoral &amp; Boarding Staff Line Managers Ian Griffiths (Facilities</p>	<ul style="list-style-type: none"> <li>- All Astrum and KPS employees are supplied with a security badge to be worn or be in their possession at all times.</li> </ul>

	Manager).	<ul style="list-style-type: none"> <li>- Visitors requested to report to Bursary on arrival, supplied with a visitor's badge, escorted by college employees whilst on campus.</li> <li>- College employees are asked to challenge, if safe to do so, and ask question to strangers observed around campus, if required, escort to bursary reception.</li> </ul> <p>Public footpaths are signposted.</p>
Health and Safety poster to be displayed.	<p>Heads of Faculty and Department. Pastoral &amp; Boarding Staff Line Managers Ian Griffiths (Facilities Manager).</p>	<ul style="list-style-type: none"> <li>- On display at reception and on locations throughout the Campus.</li> </ul>
<p>Requirement for first aid boxes and accident reporting books.</p> <p>Accidents and ill health at work reported under RIDDOR.</p>	<p>Ian Griffiths (Facilities Manager) Anne Davies (School Nurse)</p>	<ul style="list-style-type: none"> <li>- First aid box and accident reporting books are located at reception and departments throughout the campus.</li> <li>- Accident recording and RIDDOR reports completed by Kevin Barker, or Heads of Department in his absence.</li> </ul>
<p>Health and Safety Committee to meet on a termly basis to review and advise on health and safety matters. Minutes to be available to all staff.</p>	<p>Members of Committee (Sept 2021): Peter Middleton - Chair Stephanie Wicks - AAB Governor Ian Griffiths - Health and Safety Officer &amp; Facilities Manager Stuart Humphries - H &amp; S Co-ordinator Elizabeth Emerton - Head of Lower School &amp; DSL Sushma Bunger - Head of Sixth Form Anne Davies - School Nurse John Maxfield - Director ICT Erin Neil - Director of Courses Paula Southam - Head of Boarding Ryan Mitchell - Director of Sport Robert Simpson - Holroyd Howe catering contractor Jake Telford - Head of Science Other members of School may be co-opted onto the committee.</p>	<p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>- Promote the importance of incident reporting and learning from incidents and trends to create effective feedback loops</li> <li>- Review gaps in health and safety management</li> <li>- Agree a rolling action plan for improvement</li> <li>- Monitor progress against improvement plans</li> <li>- Review staff induction, training and reportable accidents</li> <li>- Consider any changes in health and safety legislation that impact on the School</li> <li>- Consider specific agenda points as proposed by the Chairman or any other member of the Committee</li> <li>- Raise current concerns, including as raised by any member of the College community</li> </ul>

	Members of the AAB have a standing invitation to attend.	
Requirement to ensure robust policies and procedures are active and reviewed at least annually or in the event of changes in legislation or incidents.	Ian Griffiths – Health and Safety Officer & Facilities Manager Stuart Humphries – H & S Co-ordinator	<ul style="list-style-type: none"> <li>– Policies are available for relevant aspects of health and safety (e.g. Fire) and are reviewed at least annually.</li> <li>– Procedures are also in place where needed, and reviewed regularly (e.g. for Contractor Management selection, management, insurance requirements).</li> </ul>
Covid-19. Due to the Covid-19 pandemic, the college has completed a specific Policy and Risk Assessment to set, assess and implement control measures.	Peter Middleton - Headmaster Ian Griffiths – Health and Safety Officer & Facilities Manager Members of the Senior Leadership Team	<ul style="list-style-type: none"> <li>– Documentation issued to all staff, and published on website, hard copies displayed within departments.</li> <li>– Compliance with Govt/HSE regulations/guidance</li> </ul>

### **3.1. The Astrum Board**

- Absolute and final responsibility for all legal duties with regard to Health & Safety lie with the Astrum Board – this is delegated to the Astrum Advisory Board (AAB).

### **3.2. Astrum Advisory Board**

- Monitor the health and safety management of the School and the implementation of this policy and attendant policies.
- Ensure that resources and competent personnel are in place within AEG and KPS so that all safety legislation, procedures, training and monitoring are compliant.
- Receive reports from Health and Safety Officer (and Facilities Manager as necessary) and the School (through the Headmaster if necessary) on current status and compliance.
- To undertake an annual due diligence Safety Tour of all premises.
- Report to the Astrum Board on the current status of the School in regard to safety and to raise any concerns or short comings with regard to compliance.

### **3.3. Astrum Advisory Board Member for Health and Safety**

The Astrum Advisory Board Member for Health and Safety will:

- Take a leading role in supporting the implementation of this policy and other linked policies
- Lead in the promotion of a positive safety culture and adherence to the safety management system
- Ensure that provision is made to ensure staff are made aware of the contents of the policy

- Ensure that the necessary resources are given to ensure that the policy and any appendices are implemented
- Discuss with the School's senior leadership team, based on the Safety reports, ways to improve health & safety standards and make recommendations as necessary.
- Consult and involve AAB in all matters relating to the health, safety and welfare of the staff and students
- Oversee and support the activities of the Health and Safety Officer (and the Facilities Manager when the Health and Safety Officer is a different individual)
- Undertake a termly health and safety check of the School premises
- Will attend statutory health & safety monitoring and due diligence audits.

### **3.4. The Headmaster**

The Headmaster will be advised on all matters and health and safety by the School's Health and Safety Officer. The Headmaster will be responsible for:

- Taking a leading role in supporting the implementation of this policy and other linked policies
- Leading a culture of safety throughout the School
- Ensuring that staff are trained in, and kept up to date with, all relevant health and safety legislation and its implementation to a suitable and sufficient standard to ensure competence in their individual roles and responsibilities
- Ensuring that all employees fulfil their statutory responsibilities and their duties to implement this policy
- Supporting and assisting the Health and Safety Officer (and as necessary the Facilities Manager) in all aspects of the implementation of this Policy and any attendant safety management plans
- Undertaking a termly health and safety check of the School premises
- Including a health and safety report in the termly report to the AAB.

### **3.5. Senior Leadership Team**

The Senior Leadership Team will ensure that:

- Staff are aware, as necessary, of statutory and recommended codes of practice
- The master Risk Assessment Register is maintained through liaison with the Health and Safety Officer
- Staff are aware of their responsibilities for accident prevention and avoidance of health hazards.

- Inform staff of any health matters relevant to them
- Health and safety training needs are identified and relevant staff are advised appropriately
- Health and safety training is provided for all existing and new employees and that this is repeated at regular intervals.
- Health and safety training is further enhanced as necessary on:
  - on transfer or promotion to new duties
  - on introduction of new technology
  - on changes to systems of work
  - on When risk assessment identifies a training need
- Staff who are given access to, or work within, premises of other organisations to ensure that activities undertaken will not put the health, safety or welfare of the School's staff, students, visitors, or others at risk. Ensure suitable and sufficient risk assessments have been made and the School is aware of their findings Day to day health and safety within the School.
- Reporting to the Headmaster, and AAB Safety Governor as necessary, on health and safety issues
- Taking a lead role in the writing, review, update and implementation of this policy and ensure that staff have access to it
- Monitoring the effectiveness of the Health & Safety Policy, safety procedures and practices in relation to the School and its premises
- Maintaining, where appropriate, contact with HSE and any other relevant body
- Interpreting all new and developing legislation and other standards and keeping the Headmaster, staff and Governors informed of advice and information.
- Advising where improvements in health and safety standards are appropriate
- Arranging for regular health and safety inspections, which cover curriculum areas, facilities, equipment, services and fire arrangements to ensure conformity with regulations and safety policy
- Arranging for maintenance of statutory safety records in addition to health & safety records required by the School
- Ensuring that all employees are fully aware of their obligations and duties under this policy and in particular that that:
  - They are expected to co-operate with the School in meeting its statutory duties
  - They must demonstrate all reasonable care of themselves and others who may be affected by their acts or omissions

- They must not intentionally or recklessly interfere with, or misuse, anything provided in the interest of health and safety
- All accidents, dangerous occurrences and near misses are to be reported immediately to the School in accordance with local codes of practice
- They are fully conversant with any fire procedures applicable to the School area in which they are working
- Advising on possible hazards when considering the introduction of new machinery, new materials or processes, or changes in existing ones
- Overseeing facilities management & cleaning contracts
- Liaising with all contractors to ensure that any piece of work equipment supplied by a third party with the intended use by the School staff conforms to the Provision and Use of Work Equipment Regulations 1998. Ensure the appropriate risk assessments have been carried out by a competent person and the results known
- Overseeing and reviewing accident investigations and reporting to the Health and Safety Executive under the Reporting of Injuries Disease and Dangerous Occurrences Regulations 2013 (RIDDOR) as necessary
- Ensuring records of all safety training
- Arranging for provision of written safe systems of work
- Arranging for provision of protective personal equipment based on risk assessment as required by the Personal Protective Equipment at Work Regulations 1992
- Ensuring the provision of first aid, fire and emergency procedures requirements
- Ensuring that all risk assessments required by legislation are carried out by competent staff for both facilities and curriculum areas
- Ensuring all firefighting detection systems and alarms are regularly inspected and tested and a log of the same retained
- Ensuring all emergency lighting is regularly tested and inspected and a log of the same retained
- Ensuring that all inspections and statutory requirements are met under the relevant legislation covering maintenance of the site and that, in so far as reasonably practicable, any risk to those who may be affected is reduced or removed
- Liaising with regard to tendering and selection of contractors as appropriate and will ensure that all client CDM duties are adhered to
- Arranging for provision of written procedures for contractors
- Overseeing and agreeing to all lettings in regard to safety and use of building

- Ensuring that all safety checks and mandatory documentation is completed for external trips and visits
- Assisting in conducting a first aid assessment of need
- Maintaining all statutory records up to date
- Taking a lead role in all matters relating to fire safety within the School
- Arranging for a suitable and sufficient assessment of risk from fire in accordance with Regulatory Reform (Fire Safety) Order 2005 to be conducted
- Ensuring that outcomes from the fire risk assessment are made known and risks are addressed
- Ensuring that the fire procedure is clearly displayed throughout the premises
- Drawing up an emergency action plan as a result of the risk assessment
- Ensuring that fire evacuation practice drills are conducted
- Maintaining records of all fire practice drills
- Reviewing all fire safety matters on a regular basis
- Liaising, where necessary, with the fire authorities or other competent bodies
- Overseeing Fire Wardens and ensure all fire wardens carry out their checks and have appropriate training
- Will assist with the safety of buildings including external fixtures and fittings and all sports utility, playground, landscaping and grassed areas
- Ensuring that all current and new equipment and substances which come under the facilities team meet statutory requirements
- Checking that any piece of work equipment supplied by a third party which comes under the facilities team's control with the intended use by the School staff conforms to the Provision and use of Work Equipment Regulations 1998.
- Ensuring the appropriate suitable and sufficient risk assessments have been carried out and the results known, and that any remedial action is carried out in a timely and reasonable manner and any unsafe equipment is safely immobilised
- Overseeing the work of any contractors or sub-contractors which come under the control of the facilities team and are engaged on any building or maintenance works within the School grounds
- Ensuring that all contractors which come under the control of the facilities team are made aware of the safety procedures and hazards applicable to the areas in which they work
- Reviewing safe systems of work of all contractors that come under the control of the facilities team to make sure that all work undertaken is carried out appropriately

- Producing risk assessments for all PPE used by them or any staff reporting to them
- Writing and maintaining manual handling risk assessments in accordance with the appropriate legislation
- Completing and maintaining COSHH assessments and ensure that all articles and substances are managed in line with relevant legislation
- Recording risk assessments for all works that carry a significant risk of injury and ensure these are available for inspection.

### **3.6. Heads of Faculties and Line Managers**

Heads of Faculty and Line Managers are responsible for the day to day management of health and safety within their areas of responsibility by:

- Having a standing item on health and safety and discussing it at their regular Faculty Meetings.
- Ensuring that staff, students and non-teaching staff have received adequate training and are aware of any hazards within their work areas.
- Developing and maintain risk assessment and safe working procedures for all proposes and activities where hazards may occur within their areas of control.
- Identifying all hazards and eliminate or reduce as far as is reasonably
- Where there are specific COSHH requirements that these are fully assessed and all staff are aware of these and use the assessments
- Ensuring that all classrooms within their Faculty have up-to-date risk assessments and these are displayed on entry. These should be reviewed regularly and all staff using the room should be fully conversant with the risk assessment.
- Ensuring all equipment have safety devices fitted and adjusted correctly.
- Ensuring safety rules are observed and correct PPE as identified in a appropriate risk assessment is worn and maintained when required.
- Informing staff of first aid facilities and designated first aiders fire escape routes and fire assembly area.
- Reporting any accidents and/or incidents.
- Developing and maintain maintenance records schedules for any equipment machinery within their area.
- Immediately stopping any process or activity where there is an imminent risk of injury or illness.

### **3.7. First Aid -School Nurse**

The School Nurse will:

- Take a lead role in all matters relating to first aid
- Assist in conducting a first aid assessment of need
- Identify the level of first aid cover required within the School
- Ensure that first aid training needs are identified and appropriate training sought
- Ensure that first aid boxes are sufficient in number and are located appropriately
- Ensure that first aid boxes are resourced appropriately to meet the likely needs of users.
- Keep first aid boxes correctly stocked with appropriate dressings etc. and ensure they are in date
- Maintain all statutory records up to date
- Be part of team conducting individual health, welfare and medical risk assessments for staff and students
- Advise staff of any pertinent individuals that have health issues that could put at risk that individual, or a student, staff member or visitor
- Inform senior staff of any health matters relevant to both staff and students
- Ensure that any member of staff taking a trip has appropriate first aid training

### **3.8. Contractors**

Contractors will be under the responsibility of the Facilities Manager. All contractors are expected to:

- Be aware of their duties under this policy
- Co-operate with the School in meeting its statutory duties
- Ensure they undertake reasonable care of themselves and others who may be affected by their acts or omissions
- Ensure that they, their own employees, or anyone else, intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety
- Report all accidents, dangerous occurrences and near misses immediately to both the School and to their own immediate line manager
- Be fully conversant with any fire procedures applicable to the area in which they are working
- Produce safe systems of work and method statements, as appropriate, for all tasks undertaken under the remit of the contract
- Use and maintain all equipment provided for personal safety in a condition fit for that use and any defects reported immediately to their immediate line manager

- Assume responsibility for all activities defined by the contract within the School including the production of task, COSHH and manual handling risk assessments, where appropriate
- Ensure that all current and new equipment and substances which come under the remit of the contract meet statutory requirements
- Report immediately to their supervisor and to the facilities team any condition or situation which, in their opinion is hazardous
- Ensure all records of training relating to Health & Safety are maintained and kept up to date

### **3.9. Health and Safety Committee**

The Health and Safety Committee will comprise the following staff:

- Headmaster
- Headmasters pa (minute taker)
- Health and Safety on the Astrum Advisory Board
- Health & Safety Officer (Facilities Manager)
- Head Lower School
- Head Sixth Form
- Designated Safeguarding lead
- Health & safety co-ordinator
- Head of Boarding
- School nurse
- SENCO
- Head of Catering
- Director of Courses
- Heads of Faculty (when or asked to be invited)

The Committee will meet termly to discuss all health and safety matters. Typically the agendas will consider the following items:

Agenda:

1. Attendance
2. Minutes of Previous Meeting
3. Actions from Previous Meeting
4. Covid
5. H&S Policy – review, concerns, updates
6. Summer School section
7. Radiation Protection Supervisor.
8. E Safety & IT
9. Safeguarding
10. Central Policy and Risk Assessment Register
11. Staff Training
12. Fire Evacuations and Fire Cards

13. Accident Log Books
14. Medical provision
15. Emergency planning and lockdown procedures/policy.
16. Supervision.
17. Catering
18. AOB

### **Responsibilities of Committee members**

- To assist in the development, implementation and the effectiveness of the health and safety system and consult on any proposed changes
- To review the School's health and safety systems, risk profile, monitoring practices, accident figures and trends, and ensure a uniform approach to health and safety
- To ensure compliance as far as reasonably practicable in line with legislation
- To undertake training as required and to make recommendations for training of staff where appropriate
- To receive a report on any School related H & S incident, accident, near miss, and any other illnesses or health related data; and to agree any actions required following from any investigations
- To consider any reports on the fire management system and agree any actions required
- Receive relevant feedback from other sources (i.e. Faculty Heads) to ensure effective information sharing
- Consider communications received from external sources such as compliance reports, enforcement actions, legal updates and recommend action to be taken as appropriate
- Investigate any special hazards and to recommend action to be taken including use of external specialists
- Act as a problem solving group in support of all matters relating to Health and Safety
- Encourage feedback and participation from employees

### **3.10. Staff holding positions of responsibility**

Staff holding positions of responsibility should:

- As far as reasonably practicable ensure that staff under their supervision have all the training and information they require to carry out their duties safely and to avoid hazards for themselves and others
- Regularly review safe working practices for activities under their control and in doing so should identify any modifications or training requirements to the Health & Safety Officer

- Ensure that suitable and sufficient risk assessments have been carried out by the departmental team for all activities and premises within which they work in line with the risk assessment policy and guidance.
- Ensure that risk assessments are in constant use and reviewed regularly but especially when any of the following occur:
  - Changes in legislation
  - Changes in any control measures
  - Significant changes in work carried out
  - Transferring to new technology
  - Amending assessments which are no longer valid
  - Following an accident, incident or near miss

**3.11. Teachers and non-teaching staff:**

- Must be aware of their duties under this policy and set an example by following safe working practices
- To co-operate with the School in meeting its statutory duties including being part of the risk assessment process for their remit
- Ensure they undertake reasonable care of themselves and others who may be affected by their acts or omissions
- Seek assistance for any safety measures for areas that they are not fully conversant nor competent in i.e. new teaching equipment, methods, and visits
- Undertake relevant safety training as required by the School and adhere to it at all times
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety
- All accidents, dangerous occurrences and near misses are reported immediately
- Be fully conversant with any fire procedures applicable to the area in which they are working
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use and any defects reported immediately
- Liaise with the facilities manager for Health and Safety to ensure that new equipment or chemicals are not purchased until their hazards have been assessed in accordance with appropriate legislation
- During the course of their normal duties, staff will use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner only as provided in the following categories:
  - Arranged, provided and or otherwise approved by the School

- Provided by a third party with specific authorisation that employees of the School may use them
- Provided for unrestricted use by members of the public
- Will check with the facilities manager for Health and Safety, any piece of work equipment supplied by a third party with the intended use by the School staff conforms to the Provision and use of Work Equipment Regulations 1998. Ensure the appropriate risk assessments have been carried out and the results known
- Where a member of staff identifies any condition, which, in their opinion, is hazardous, the situation will be reported immediately
- Communicate relevant health and safety procedures to students and ensure that they understand them.
- Exercise effective supervision of students and assist them to maintain an awareness of emergency procedures in respect of fire, first aid, accident and near miss reporting,

### **3.12. Students**

- All students will be encouraged to understand their duty of care for themselves and others in terms of health and safety
- Encouraged to be an integral part of the safety culture within the School
- Trained in fire evacuation procedures on a regular basis
- Encouraged to report and identify any significant hazards or safety failings to the School
- Be asked to be part of the risk assessment process where deemed appropriate
- Be instructed in how to respond to intruders

## **4. SAFETY INSPECTIONS**

The School (through the Health and Safety Officer/Facilities Manager) arranges safety inspections of equipment, engineering plant and electrical installations to be carried out by qualified personnel. Recommendations are made to the Headmaster regarding any action required.

All portable electrical appliances in the School must be inspected on a regular basis by Contractors who have been trained for this purpose; each Head of Faculty and staff must ensure that all such equipment is made available for inspection, and that any equipment without a current test label is brought to the attention of the Facilities Manager.

The Facilities Manager is responsible for ensuring the weekly and quarterly testing of fire alarms and fire equipment.

The Facilities Manager is responsible for ensuring regular inspection and maintenance of the air conditioning systems.

In addition to these periodic inspections, it is the duty of all staff at all times to watch out for any hazard or potential hazard and report it to the facilities team.

## **5. REPORTING ACCIDENTS, INCIDENTS & NEAR MISSES**

If an accident or incident does happen in the School, or outside the School during an activity or event organised by the School, it is the duty of every employee to report such accidents, both to ensure that the person(s) involved receive(s) appropriate treatment and/or advice, and so that steps can be taken to prevent any repetition of the incident.

The School provides Accident Books for reporting purposes, which can be found at the locations listed in Appendix A to this document.

Some accidents are reportable to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR); the facilities manager is responsible for checking if an accident is reportable and submitting reports.

## **6. FIRST AID POLICY (SEE SEPARATE FIRST AID POLICY)**

The School identifies the need for trained first-aiders in sufficient numbers and at suitable locations to enable First-aid to be administered without delay. These staff receive special instruction and are awarded certificates, which have to be renewed after refresher courses at regular intervals. A full list of First-aiders is displayed at the locations listed

First-aid boxes are provided at locations throughout the School only approved First-aiders should use or issue items from the First-aid boxes.

In the event of an accident involving injury, one of the First-aiders should be called. If there is any doubt about the nature of the injuries, the person must not be moved until qualified help arrives. Remember to report any accident.

## **7. FIRE POLICY/PROCEDURES (SEE SEPARATE FIRE SAFETY POLICY)**

It is very important that all staff familiarise themselves with fire procedures, including:

- escape routes and means of escape;
- fire assembly point (Junior playground);
- calling the emergency services;
- the location of firefighting equipment; and
- any particular local special considerations (e.g. in laboratories and workshops).
- Details of fire procedures are printed on notices close each call point
- Staff, pupils, volunteers and visitors must treat every sounding of the alarm as if it is a genuine alarm
- All staff are responsible for ensuring fire evacuation routes are kept clear, fire doors are kept closed and firefighting equipment is not used for any inappropriate purpose.

## **8. COSHH**

The Control of Substances Hazardous to Health Regulations 2002 (“COSHH”) encourages the use of less hazardous substances and materials, and set down methods for safe use which must be observed with such materials.

COSHH Regulations affect a wide range of activities, as they include use of materials such as laboratory chemicals, adhesives, cleaning agents, solvents, pesticides and biological agents.

The Regulations require the clear labelling of containers for such substances, giving information about their safe use; users must read these and the assessment relating to each substance before using it (see COSHH Policy)

## **9. WORKING AT HEIGHT (LADDERS AND STEPS)**

Staff working at height (defined as any location where a fall from it may cause injury) must meet the requirements of the Working at Height Regulations 2005 (as amended).

The risk of accidents whilst using steps and ladders can be reduced by following some simple rules. So far as is practicable, steps and ladders should only be used as a means of access and not as a work platform.

Only trained designated staff are allowed to use specialist equipment, such as scaffold towers, for maintenance work.

See HSE leaflet on Working at Height on the HSE website and the Health and Safety Handbook.

## **10. LONE WORKING AND WORKING OUTSIDE SCHOOL**

Staff working in School outside normal hours, and particularly while working alone, should consider additional measures to ensure their own safety (see Health and Safety Handbook).

It is also important to remember that this Health and Safety Policy applies to staff and pupils engaged on School activities away from School (see lone worker policy).

## **11. HAZARDOUS MATERIALS: ASBESTOS CONTAINING MATERIALS (ACMs)**

The School will meet the requirements of the Control of Asbestos Regulations 2006.

The School has identified, assessed and recorded the details of any asbestos - containing materials (ACMs) or, presumed ACMs on the premises and a register recording the location and condition of the ACMs, or presumed ACMs, is maintained.

Any member of staff who believes they have identified any hazardous material should report it to the facilities team immediately.

## **12. SITE SECURITY (SEE SITE SECURITY POLICY)**

The School ensures that there are adequate security arrangements in place for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate and that the School's perimeters are secure.

The School's security arrangements are based on a risk assessment for the School and are regularly reviewed by Senior Leadership Team , explicitly taking into account:

- location of the School;
- the physical layout of the Schools (e.g. multiple buildings);
- the movements needed around the site (e.g. car parks pupil highway);
- arrangements for receiving visitors.

### **13. USE OF DISPLAY SCREEN EQUIPMENT (DSE)**

Most staff and students will use DSE (or VDUs) and should be aware of the Display Screen Equipment Regulations 1993, as amended 2002: though these apply only to employees who work at DSE for extended periods, the Regulations should be regarded as good practice for all users of DSE.

See HSE leaflet on Working with VDUs available on the HSE website.

### **14. WATER SAFETY**

The School ensures that the water supply meets the requirements of all relevant statutory requirements. This is done by performing necessary checks at appropriate intervals in order that:

- the School has a wholesome supply of water for domestic purposes including a supply of drinking water;
- WCs have an adequate supply of cold water and washbasins, sinks and showers have an adequate supply of hot and cold water; and the temperature of hot water supplies to showers shall not exceed 54°C.

The School has a duty to ensure water safety within the premises. The School's specific day to day responsibilities for water safety include identifying and assessing sources of risk and preparing a course of action for preventing or controlling the risk. This includes Legionnaires' disease, which is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with the legionella bacteria.

All drinking water taps are clearly labelled.

### **15. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

For carrying out certain tasks, staff and pupils may require PPE to protect head, eyes, hearing, hands or feet. Staff and pupils who have received instruction to wear PPE must do so as directed (see Health and Safety Handbook).

## **16. MANUAL HANDLING**

Most staff will at some time lift heavy or bulky items and should be aware that this is a common cause of injury. The Manual Handling Operations Regulations 1992 (as amended) require that manual handling tasks which include a risk of injury should be avoided so far as is reasonably practicable. Where avoidance is not practicable, an assessment must be carried out.

See HSE leaflet on Manual Handling Operations available on the HSE website

## **17. LIGHTING, HEATING AND VENTILATION**

The Facilities Manager ensures that the lighting, heating and ventilation in classrooms and other parts of the School are in accordance with the Education (School Premises) Regulations 1999.

All aspects of gas, electricity and ventilation are inspected, maintained and repaired by recognised contractors at the appropriate intervals.

No current member of the School staff is qualified to work on mains gas or electrical installations: The Facilities Manager will arrange for any necessary work to be carried out by qualified contractors.

## **18. NO SMOKING POLICY**

In compliance with current legislation the School buildings, grounds and vehicles are 'no smoking' areas. This applies to anyone entering School premises.

## **19. OTHER SAFETY ISSUES AFFECTING STAFF AND PUPILS**

Brightly coloured notices will be displayed in strategic places around the School to alert staff to any Health and Safety issues (including COVID infectious/contagious illnesses).

Staff with particular responsibilities need to be aware of additional regulations regarding:

- Sports safety
- Visits and expeditions (see Educational Visits Policy).

## **20. RISK ASSESSMENTS (SEE RISK ASSESSMENT POLICY)**

Under the Management of Health and Safety Regulations 1999 employers have a duty to ensure that the necessary arrangements are in place to monitor and review any preventative and protective measures that have been implemented.

For work and activities not covered by existing procedures or codes of practice, an assessment must be carried out to determine risks to health, and to identify measures to be taken to ensure the safety of all people involved. Risk Assessments are an essential part of all teaching.

## **21. STRESS MANAGEMENT**

Stress is recognised as a Health and Safety issue: any member of staff requiring advice in this respect should contact the senior member of staff whom they feel most appropriate under their particular circumstances.

## **22. VIOLENCE TO STAFF**

The School acknowledges that all staff have the right to be treated with dignity and respect. Assaults on staff, including any intentional and violent physical conduct, verbal abuse and threats of physical violence are not tolerated. Any threat or abuse should be reported to the Headmaster immediately and appropriate action will be taken.

## **23. CONSULTATION**

Employers are required to consult employees regarding Health and Safety matters, whether or not they are represented by a trade union: at Kensington Park School this consultation is via members of the Health and Safety Committee and Head of Faculty meetings.

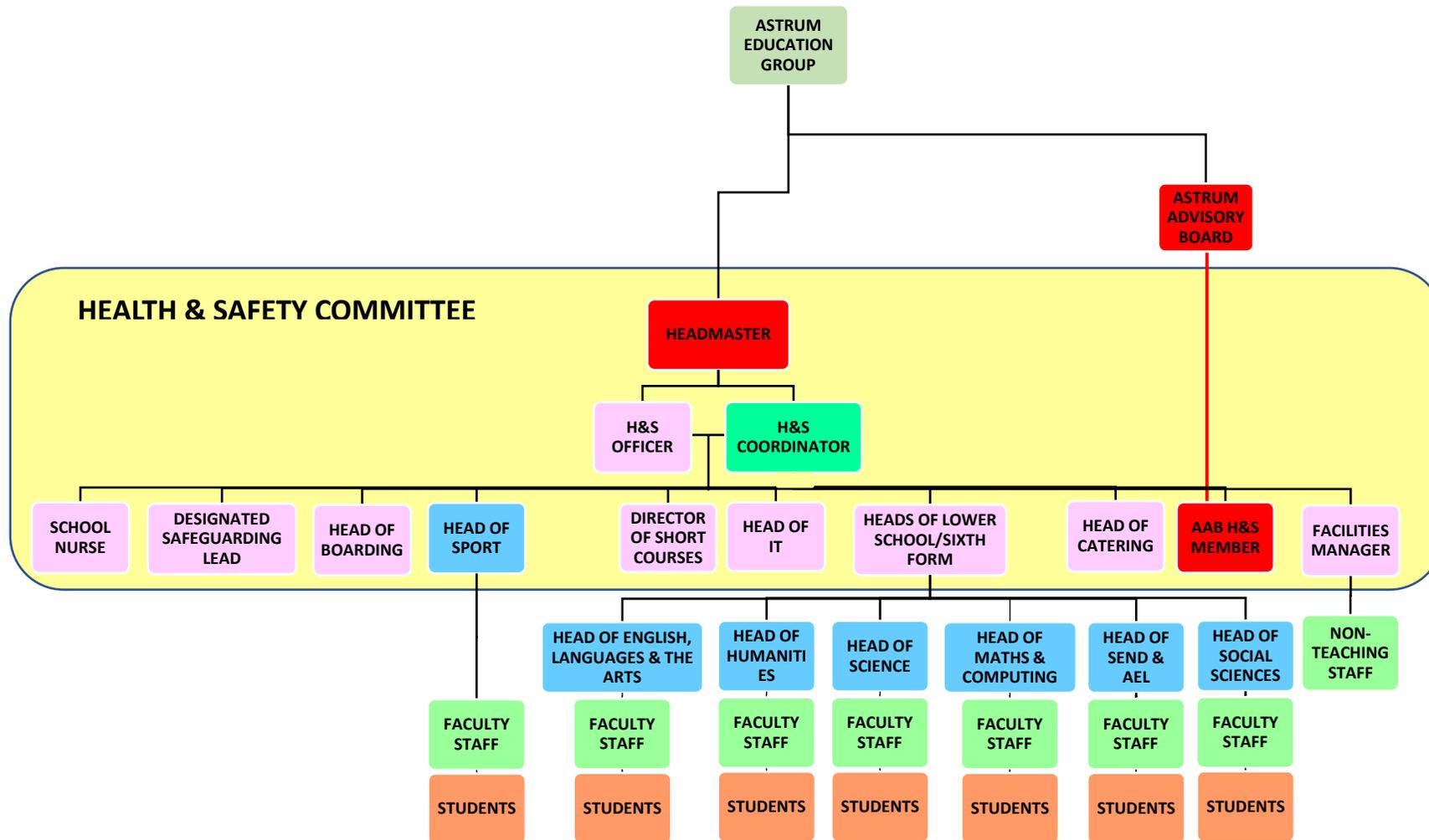
## **24. DOCUMENT LOCATION**

Subject	Document	location		
		KPS Lower School	KPS 6 <sup>th</sup> form	Princess Beatrice house
Accident incident reporting	Accident book/near miss	Reception Cupboard behind receptionist	Reception Low level cupboard next to storage room	Reception In H/s file
First-aid boxes		Reception Reception foyer Art corridor Art Room G5 Science lab B2 Science lab B3 Science lab B5 Science lab B7 Kitchen 1st floor stairwell 2nd floor stairwell	Reception Staff room Art room 1 <sup>st</sup> floor stairwell 2 <sup>nd</sup> floor stairwell 3 <sup>rd</sup> floor stairwell 4 <sup>th</sup> floor stairwell Medical room	Reception JMS office Kitchen

		Outside S12		
Trips break duty		specific First-aid kits are available for trips and playtime park duty. These are kept in the reception medical room.	specific First-aid kits are available for trips and playtime park duty. These are kept in the reception .	
Fire	Service records	Facilities office	Facilities office	Jms site office
	Weekly, monthly testing			
	Risk assessment			
Water	Service record	Facilities office	Facilities office	Jms site office
	Weekly, monthly testing			
	Risk assessment			

# Health and Safety Reporting

## Kensington Park School



## 25. ARRANGEMENTS

Adopted Policies and Procedures

All policies and procedures issued in the interests of health & safety will be regarded as supplementary to this policy.

POLICY	LOCATION	REVIEW BY / DATE
Major Incident Policy	Share drive fire fly	
Chemicals & Substances Policy ? Chemical and substances inventory	Share drive fire fly	
Control of Contractors Policy ?	Share drive fire fly	
Lockdown Policy ?	Share drive fire fly	
Departmental Policies: i.e. Science / Technology/Sport/ Performing Arts	Share drive fire fly	
Display Screen Equipment Policy ?	Share drive fire fly	
Electrical Systems and Electrical Equipment Policy ?	Share drive fire fly	
Equipment Servicing Policy ?	Share drive fire fly	
First Aid Policy	Share drive fire fly	
Trips and Educations Visits Health and Safety Policy, including guidance on risk assessments	Share drive fire fly	
Lone Working Policy ?	Share drive fire fly	
Manual Handling Operations Policy ?	Share drive fire fly	
Monitoring & Review Policy ?	Share drive fire fly	
Personal Protective Equipment Policy ?	Share drive fire fly	
Risk Assessment Policy	Share drive fire fly	
Safe Access Policy?	Share drive fire fly	
Slips and Trips Policy?	Share drive fire fly	
Smoking, alcohol & drugs policy	Share drive fire fly	
Stepladders and Step Stools Policy?	Share drive fire fly	
Working at Heights Policy?	Share drive fire fly	

Psychosocial - Stress & Violence at Work Policy?	Share drive fire fly	
	Share drive fire fly	

#### Specific Arrangements

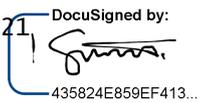
- Risk assessments
- Workplace inspections
- Annual audit
- Departmental safety policies
- Written safe systems of work
- First aid risk assessment of need
- Emergency evacuation plan
- Fire risk assessment
- Provision of information on asbestos and management plan
- Pandemic plan
- Closure plan
- Water risk assessment & water hygiene log
- Maintenance records
- Permit to work records

#### Legislation connected to this policy

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999(2006)
- Health & Safety (Display Screen Equipment) 1992 (2002)
- Provision and use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health 2002
- Personal Protective Equipment at Work Regulations 1992
- Control of Asbestos at Work Regulations 2012
- Ionising Radiation 1999
- Control of Legionella Bacteria in water systems (L8) 2013
- Electricity at Work Regulations 1989
- Manual Handling Operations Regulations 2002
- Health & Safety Regulations (Safety Signs and Signals) 1996
- Gas Safety (Management) Regulations 1996
- Pressure Systems Safety Regulations 2000
- Health & Safety (Consultation with Employees) Regulations 1996
- Regulatory Reform (Fire Safety) Order 2006
- Health & Safety (First Aid) Regulations 1981
- Safety Representatives and Safety Committees Regulations 1977
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Lifting Operations & lifting Equipment Regulations 1998
- Working at Height Regulations 2005
- Work Control of Vibration at Regulations 2005

- Construction (Design & Management) Regulations 2015
- The Corporate Manslaughter and Corporate Homicide Act 2007
- Equalities Act 2010

Approved by Headmaster 27 October 2021 

Approved by Facilities Manager 04 November 2021 

Approved by Chair of Advisory Board 01 November 2021 