



THE KIMBERLEY SCHOOL

HEALTH AND SAFETY POLICY STATEMENT

1. STATEMENT OF INTENT

The Governing Body of The Kimberley School will meet its responsibilities under the Health and Safety at Work Act 1974 and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

As an Academy, the Governing Body has agreed to follow Policy and Guidance as set out, in relation to schools, by Nottinghamshire County Council. Copies of this policy and guidance are available on request.

Signed: Signed:
G. Strickland A. George
Chair of Finance and General Purposes (Headteacher)
Committee

Date: Date:

*Reviewed and agreed at the meeting of F&GP Committee, 24 June 2015 (Minute 101.2(i) refers
Lead Author: M Jones)*

Date of Next Review: Summer 2016

Other sources of Health and Safety Information:-

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Records
- Legionella Records
- Fire Log Book
- 'Wired' Health & Safety Community.

2. ORGANISATION

2.1. Responsibilities of the Governing Body

The Governing Body is responsible for:

- Complying with the Health and Safety Policy and arrangements as set out by the Local Authority (LA), Nottinghamshire County Council, which has been adopted by the trust;
- Formulating and ratifying the establishment's Health and Safety Statement and plans;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the LA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

2.2. Responsibilities of the Headteacher

The Headteacher is responsible for:

- Ensuring the requirements of the Occupier's Liability Act 1957/1984 are complied with.
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that regular health and safety inspections are carried out and a copy of the report is given to the Governors and that one is sent to the Schools Health and Safety Team;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the establishment's health and safety committee;
- Co-operating with and providing necessary facilities for trades union safety representative;

- Participating in auditing arrangements and ensuring audit action plans are implemented;
- Ensuring that the purchasing and maintenance of equipment and materials complies with current health and safety standards;
- Ensuring that only competent contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

Note: in the absence of the Headteacher these responsibilities fall to his/her immediate deputy.

2.3. Responsibilities of the Health and Safety Co-ordinator (Director of Services)

Responsible to the Headteacher for:

- Attending appropriate Health and Safety Training Courses;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date;
- Ensuring that the Health and Safety information on notice boards, 'staffshare' and the online resources are kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging regular health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures in relation to school visits are followed;
- Participating in any Health and Safety Audits
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensuring they consult the asbestos records.

2.4. Responsibilities of Heads of Faculty and other Team Leaders

Heads of Faculty/Team Leaders are responsible for:

- The day to day management of health and safety within their faculty/team in accordance with the health and safety policy;
- Drawing up and reviewing policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections of the faculty/team and making reports to the headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the faculty/team;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports where necessary

2.5. Responsibilities of all staff

All staff employed at the establishment have a responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- check classrooms/work areas are safe;
- check equipment is safe before use;
- ensure safe working procedures are followed;
- cooperate with the school governors and headteacher in meeting their statutory duties by complying with the health and safety policy;
- not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to their Headteacher/Line Manager any serious or immediate danger;
- report to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participate in health and safety inspections and co-operating with the health and safety committee where appropriate.

2.6. Persons with responsibilities for Health & Safety and Welfare

The Governing Body

Chair of Health & Safety Committee	-	Mrs	G	Strickland
Headteacher	-	Mr	C	Teal
Deputy Headteachers	-	Mrs	S	Tait
	-	Mr	A	Park
Health and Safety Coordinator	-	Mr	M	Jones
Health and Safety Advisers	-	Mr	A	Gibson
Fire Controller	-	Mr	M	Jones
Deputy Fire Controllers	-	Mr	A	Gibson
Educational Visits Coordinator	-	Mr	C	Teal
	-	Mr	M	Jones (Administrator)
First Aid Equipment/Accident Forms	-			Student Services

ARRANGEMENTS AND PROCEDURES

3. Staff Consultation Arrangements

The Governing Body, through the Headteacher, will establish a Health & Safety Committee.

Membership of this Committee will consist of:

- The Headteacher
- School Governor Representatives
- School Health & Safety Coordinator
- Trade Union Representatives

The Health and Safety Committee will meet on a termly basis.

Existing consultative groups will incorporate Health and Safety matters as a standing agenda item

4. Health & Safety in Curriculum Areas

A health & safety file should be maintained by the relevant Head of Faculty. This file should contain relevant information, such as departmental risk assessments to ensure that a safe working environment is maintained and safe working practices are adopted. Importantly, staff should be competent and work within the regulations.

4.1. Health & Safety Files

Information held on file should include:

- Methods of work: Procedures for safely carrying out an activity
- Identification of main hazards and Risk Assessments
- Records of any training
- Records of equipment testing etc

5. First Aid

There is a legal requirement for First Aid facilities to be provided in the school to comply with **HEALTH AND SAFETY (FIRST AID) REGULATIONS 1981**.

A trained person will have successfully completed a 3 day, "First Aid at Work" training course approved by the HSE. A list of trained staff is available from reception.

First Aid boxes will be provided in relevant places including Laboratories, Workshops, P.E. and Design Workshop areas. Student Services staff are responsible for maintaining first aid boxes.

All accidents must be recorded on an appropriate form (sometimes known as the 'Accident Book'), kept in Student Services. Staff must follow the prescribed procedure in relation to RIDDOR, The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and school policy on accident reporting

6. Fire Safety

A Fire Risk Assessment will be carried out and reviewed regularly; at least twice a year. A Fire Log Book shall be maintained for the purposes of recording all relevant information regarding the management of fire safety. Contents of the Fire Log Book shall include a copy of the most recent

Fire Risk Assessment, details of any training and a record of regular checks to the alarm system and other fire safety equipment.

Key principles in maintaining Fire Safety are:

- Controlling combustible materials.
KEEP COMBUSTABLE MATERIALS AWAY FROM SOURCES OF IGNITION.
- Keeping corridors, stairways, entrances, and exits clear.
- Keeping boiler rooms and switchgear rooms tidy and locked.

7. Educational Visits

All Educational Visits must be authorised by the Headteacher before taking place. Responsibility for the administration of visits has been delegated to the Director of Services.

An Educational Visit must have a suitably qualified and experienced leader in charge. If the relevant person is not suitably competent, the activity must not proceed

The suitability/competency of the leader shall be determined by the Headteacher

Each leader will plan an Educational Visit in line with the Nottinghamshire County Council '*Educational Visits Policy*', with the completion and submission all necessary documentation and necessary risk assessments

8. Violence or Aggression Towards Staff

The Headteacher and the Governing Body are committed to combating violence:

- Staff will be fully supported in the event of physical or verbal attack.
- Incidents of violence will be reported to the Police.
- Where the Police take no action Legal Advice will be made available.
- Students will be formally warned that legal action will be taken against them if threats or verbal abuse to staff is repeated.

9. Site Safety/Security

In order to maintain security of the school, the following measures should be in place:

- The rear perimeter gates will be locked allowing access through the front reception only.
- All staff will question and monitor suspected unauthorised persons and report to Senior Staff.
- Police will be involved informed about any unauthorised persons on the premises.
- Staff should not leave personal valuables unattended.
- Offices should be locked when not in use.
- Valuable equipment must be locked out of sight when not in use.
- All staff should close external windows and doors when they vacate rooms.

10. Visitors to School

Visitors to school may not be aware of the risks associated with the site, therefore all visitors must:

- Sign in on arrival at Reception and sign out when leaving the premises.
- Be made aware of emergency procedures and hazards which they may be exposed to.
- Be accompanied at all times unless they have appropriate DBS clearance.

11. School Vehicles

The responsibility has been delegated to the Site Manager to ensure routine inspections, maintenance and MOTs are carried out on all school vehicles.

Drivers of Minibuses shall be competent persons who have a driving licence giving permission to drive a Minibus AND be authorised to do so.

All defects shall be recorded and brought to the attention of the Site Manager as soon as is practicable. Separate guidance on minibus safety is available from Reception.

12. Maintenance of Premises

The responsibility for site maintenance has been delegated to the Site Manager. The Site Manager will arrange for maintenance to be carried out, or have the necessary work done to maintain a safe and healthy environment.

The Site Manager should ensure that the Site Staff will carry out work in a safe manner, taking note of any risk assessment for hazardous work, with particular reference and attention to:

- Hot works, including working on Boilers
- Asbestos Containing Materials
- Sources of Legionella
- Leveling Work with tools and machinery
- Work at Height on ladders, roofs, lofts etc.
- Working with Power Tools
- Work with chemicals (COSHH)
- Glazing works
- Gas repairs/installation
- Electrical repairs/installation
- Manual handling

An assessment of training needs should be carried out by the Site Manager to ensure that Site Staff are competent to carry out any hazardous work.

The Site Manager should ensure that all appropriate equipment, including any Personal Protective Equipment (PPE) is available, and that it is in good order and is used by Site Staff when appropriate to do so.

All defects and other maintenance issues must be reported to the Site Manager as soon as possible.

Safety reviews will be carried out to check buildings, equipment and systems on an annual basis. The review will be carried out by members of the Health and Safety Committee. The findings of the

review will be brought to the attention for action by the Health and Safety Committee and any appropriate remedial works will be arranged.

Regular tests and inspections will be carried out by a suitably trained and competent person on:

- Fire Alarms
- Intruder Alarms
- Emergency procedure systems
- Portable Electrical Apparatus
- Pressure Vessels
- Electrical fixed systems
- Gas appliances (annually by a 'Gas Safe' engineer)
- Boiler systems
- Sewage pumps

13. Sources of Further Information

Nottinghamshire County Council, Education Department:
Health & Safety Manual, *'Work Safely, Work Well'*. Available on 'WIRED'.

Health & Safety Executive:
www.hse.gov.uk/services/education/index.htm

For health and well being:
www.worklifesupport.com

Department for Education:
<https://www.gov.uk/government/collections/health-and-safety-in-schools>

CLEAPSS provides support for practical science:
<http://www.cleapss.org.uk/>

The CLEAPSS Design and Technology CD ROM contains model risk assessments for D&T. The LA may have a free copy. Additional copies are available to purchase from CLEAPSS.

For advice on physical education and school sport:
www.afpe.org.uk

The NUT & NASUWT have developed health and safety pages