

Health & Safety Policy

This statement is issued in accordance with the Health and Safety at Work Act (1974).

The arrangements set out below are designed to implement the general aims of Kingshott School. The policy is drawn up with due regard to DfES guidance in 'Health and Safety: Responsibilities and Powers'. This document is attached to this policy. Also enclosed is ISI guidance on Health and Safety.

The Kingshott School Health and Safety Committee

The Headmaster, the Bursar and a designated member of the Board of Governors will form the Kingshott School Health and Safety Committee. On behalf of the Committee the designated governor will submit an annual report to the Board of Governors.

General Guidelines

It is the policy of the Governing Body, so far, as is reasonably practicable, to:

- Establish and maintain a safe and healthy environment on school premises or when engaged on educational activities elsewhere including visits;
- Establish and maintain safe working procedures among staff and pupils;
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- Maintain all areas under the control of the Governors and Headmaster in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
- Formulate effective procedures for use in case of fire and for evacuating the school premises;
- Lay down procedures to be followed in case of accident;
- Teach safety as part of pupils' duties where appropriate;

Responsibility of the Governors and Headmaster

The Governors and Headmaster are responsible for implementing this policy within the school. In particular they will:

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place and for the results of these to be recorded;

- Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines and information.
- Make arrangements for the implementation of the accident reporting procedure and draw this to the attention of all staff at the school as necessary;
- Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
- Ensure that regular safety inspections are undertaken. (The Health & Safety Committee will inspect all school premises and property once a year.);
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety Committee;
- The Health and Safety Committee will report to the Governors any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
N.B. The Governing Body will deal with all aspects of maintenance, which are under their control.
- The Bursar is identified as having direct responsibility for particular safety matters and is specifically delegated to assist the Governors and Headmaster in the management of health and safety at the school.

Duties of the Bursar as Safety Officer

The Bursar shall:

- Assist the Headmaster in the implementation, monitoring and development of the safety policy within the school;
- Monitor general advice on safety matters given by the relevant bodies and advise on its application to the school;
- Co-ordinate arrangements for the design and implementation of safe working practices within the school;
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headmaster.
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- Ensure that staff with control of resources (both financial and other) give due regard to safety; where relevant Heads of Department draw up Health and Safety policies with reference to their subjects.

- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

Responsibilities of Staff towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils;
- Be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Provide written job instructions, warning notices and signs as appropriate;
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- Provide the opportunity for discussion of health and safety arrangements;
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action. All such accidents will be brought to the attention of the Bursar. Provide for adequate instruction, information and training in safe working methods.
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Bursar.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- Co-operate with the Headmaster, the Bursar and the Governing body in meeting statutory requirements.

- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Bursar.
- Ensure that tools and equipment are in good condition and report any defects to the Bursar.
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- Ensure that offices, general accommodation and vehicles are kept tidy and in good order.
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Bursar.

Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements she/ he must draw these to the attention of the Bursar.

Please note the following: -

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils;
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- Use and not willfully misuse, neglect or interfere with equipment provided for safety purposes.

N.B. The Headmaster and Staff will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

Lettings

The Governors and Headmaster must ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headmaster knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Fire and Emergency Evacuation Procedures

- The school's procedures for fire and emergency evacuation are posted in the staff room and school office.
- These procedures will be updated as appropriate.
- The logbook for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

- First aid is available in the Staff Room and an additional first aid box in another designated room
- There is a named person trained in basic First Aid.
- The person delegated to assist in the Management of Health & Safety is responsible for administering the accident reporting procedure, the notification of serious accidents or major injury and dangerous occurrences. The accident book and the accident report forms will be kept in Matron's room.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

Educational Activities off-site

Health and Safety is of paramount importance when educational activities such as trips are taking place off school premises. The school has a separate policy for such activities and the member of staff responsible for such an activity should abide by that policy.

J Ilott
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