

# KINGSWESTON SCHOOL

## HEALTH, SAFETY & WELLBEING POLICY



**APPROVED: 16<sup>th</sup> March 2015**

**REVIEWED: 1<sup>st</sup> March 2016**

**Policy is to be reviewed annually and updated as and when changes occur. This is to be recorded in the Finance & Resources minutes**

## DOCUMENT REVIEW

Section	Amendment	By	Date of Revision
Throughout	Job title change from Premises Manager to Estates & Facilities Manager to reflect team reorganization.	CGF	01.03.16
2.17	Organisation Chart amended and updated	CGF	01.03.16
3.2	Provision of Information amended and updated	CGF	01.03.16
3.3	WPSC 'Terms of Reference' amended to include the department lead to be in attendance during site inspections.	CGF	01.03.16
3.4	Risk Assessment – amended and updated to take account of new KW Procedures & Guidance document 'Carrying Out of Risk Assessments'.	CGF	01.03.16
3.5	School Trips/Offsite Visits lead person changed	CGF	01.03.16
3.6	Working at Height - Ladder checks, person responsible changed	CGF	01.03.16
3.11	COSHH - person responsible for inventory of substances and assessments changed	CGF	01.03.16
3.18	Display Screen Equipment – amended and updated to reflect DES policy review.	CGF	01.03.16
3.39	Drug Administration information adjusted to accommodate live document format.	CGF	01.03.16
3.40	First Aid information adjusted to accommodate live document format.	CGF	01.03.16
3.47	Auditing – information added regarding The National Safety Certification Scheme for Schools, known as SafetyMARK	CGF	01.03.16
3.48	Staff Health and Safety Training/Competence – amended and updated to take account of new KW Procedures & Guidance document 'Health & Safety Training Procedures and Guidance'. Vacancy for Induction Lead and Vacancy for Department induction co-ordinator (Napier Miles)	CGF	01.03.16

## **HEALTH, SAFETY & WELLBEING POLICY PART ONE - STATEMENT OF INTENT**

This policy statement is the local supplement to Bristol City Council's (BCC) Corporate Health, Safety & Welfare Policy, and BCC Children & Young People's Services (CYPS) Health, Safety and Wellbeing Policy statement. The school's Governing Body and Executive Head recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

Kingsweston School is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Executive Head, and thus this statement for Kingsweston School forms the basis of future planning and implementation of Health, Safety & Wellbeing (HS&W) matters within the school.

In particular the Governing Body and Executive Head are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Executive Head also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Executive Head will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Executive Head are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Executive Head's commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Signed:

**SIGNED COPY ON FILE**

Signed:

P.A. Beveridge  
CHAIR OF GOVERNORS

N.J. Galloway  
EXECUTIVE HEAD

Date:

Date:

Proposed review date: March 2017

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## **HEALTH, SAFETY & WELLBEING POLICY**

### **PART TWO - ORGANISATION**

#### **2.0 Introduction**

In order to achieve compliance with the Governing Body and Executive Head's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.

#### **2.1 Governing Body**

The Governing body has overall responsibility for ensuring compliance with this HS&W Policy Document. In consultation with the Executive Head the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Governors are represented on the Workplace Safety Committee by the Governor designated with Health & Safety responsibilities.

#### **2.2 Executive Head**

The Executive Head has day-to-day responsibility for ensuring compliance with this HS&W Policy Document. In consultation with the Governors the Executive Head will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Executive Head will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

#### **2.3 Health & Safety Coordinator Pupils & Curriculum**

The Deputy Head acts as the whole school H&S Coordinator for Pupils & Curriculum, whom together with other members of the Senior Leadership Team (in particular the Assistant Heads) will receive all non-Premises related H&S information sent to their respective sites and disseminate the information to staff/governors as necessary. The role is to advise the Executive Head and Governors on action required to comply with relevant H&S Legislation and in consultation with Executive Head /Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation. They will also form the committee structure of the Workplace Safety Committee.

#### **2.4 Health & Safety Coordinator Premises**

The H&S Coordinator for Premises will receive all premises related H&S information sent to the school and disseminate the information to staff/governors as necessary. The role is to advise the Executive Head and Governors on action required to comply with relevant H&S Legislation and in consultation with Executive Head /Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation across the Kingsweston sites. They will also carry out regular safety inspections and chair the Workplace Safety Committee. The role has been delegated to the Estates & Facilities Manager.

#### **2.5 Senior Leadership Team**

All Senior Managers have a responsibility for ensuring that HS&W is a standard item on the agendas of their Area/Departmental meetings. They are also responsible for managing all Risk Assessments to their Area/Department and ensuring that HS&W requirements, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for in the Area/Department budget or brought to the attention of the Executive Head. Senior Managers will ensure that staff are made aware of HS&W information relevant to them and have access to the HS&W publications provided or referred to as standards.

## **2.6 School Health and Safety Representatives**

The Governing Body and Executive Head recognise the role of Health and Safety Representative(s) who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Executive Head or Governing Body.

## **2.7 Employees (General)**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's HS&W Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

Where there is a failure to comply with this Policy document, whether observed in routine activities or through established health and safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The school's HR policies give full details on disciplinary and misconduct procedures.

## **2.8 Teaching Staff**

Teaching Staff have a day to day responsibility for ensuring compliance with this HS&W Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues. In the event of a health and safety concern a teacher is expected to take immediate action to secure their own safety and that of their pupils and other staff and then to communicate their concern to the relevant post holder as is practicably possible.

## **2.9 Teaching Assistants & HLTAs**

Teaching assistants and HLTAs have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.

## **2.10 Supply Staff**

Supply staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Supply staff are directly accountable to the Executive Head whilst on any of the Kingsweston School sites.



### 2.11 Inclusion and Educational Support Staff

Inclusion and Educational Support Staff have a day to day responsibility for ensuring compliance with this HS&W Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.

### 2.12 External Visits Coordinator (EVC)

The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with the Senior Leadership Team to ensure the aim of the educational visit is achievable and in line with those of the School.

### 2.13 Estates & Facilities Manager

The Estates & Facilities Manager has a day to day responsibility for all premises related issues and ensuring compliance with this HS&W Policy Document. Taking effective action and/or immediately referring to the Executive Head or Business Manager any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe.

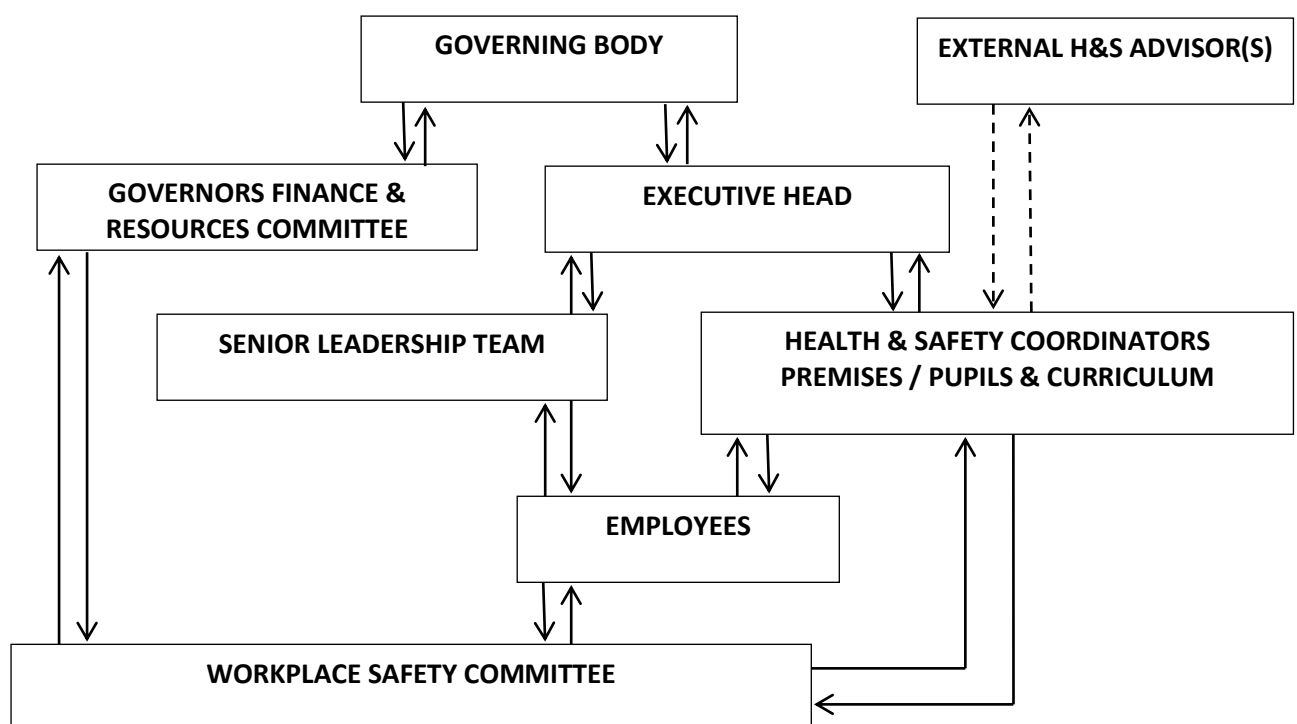
### 2.14 S.M.S.A. Team

Lunchtime Support Staff have a day to day responsibility for ensuring compliance with this HS&W Policy Document and are immediately accountable to the Business Manager.

### 2.15 Pupils

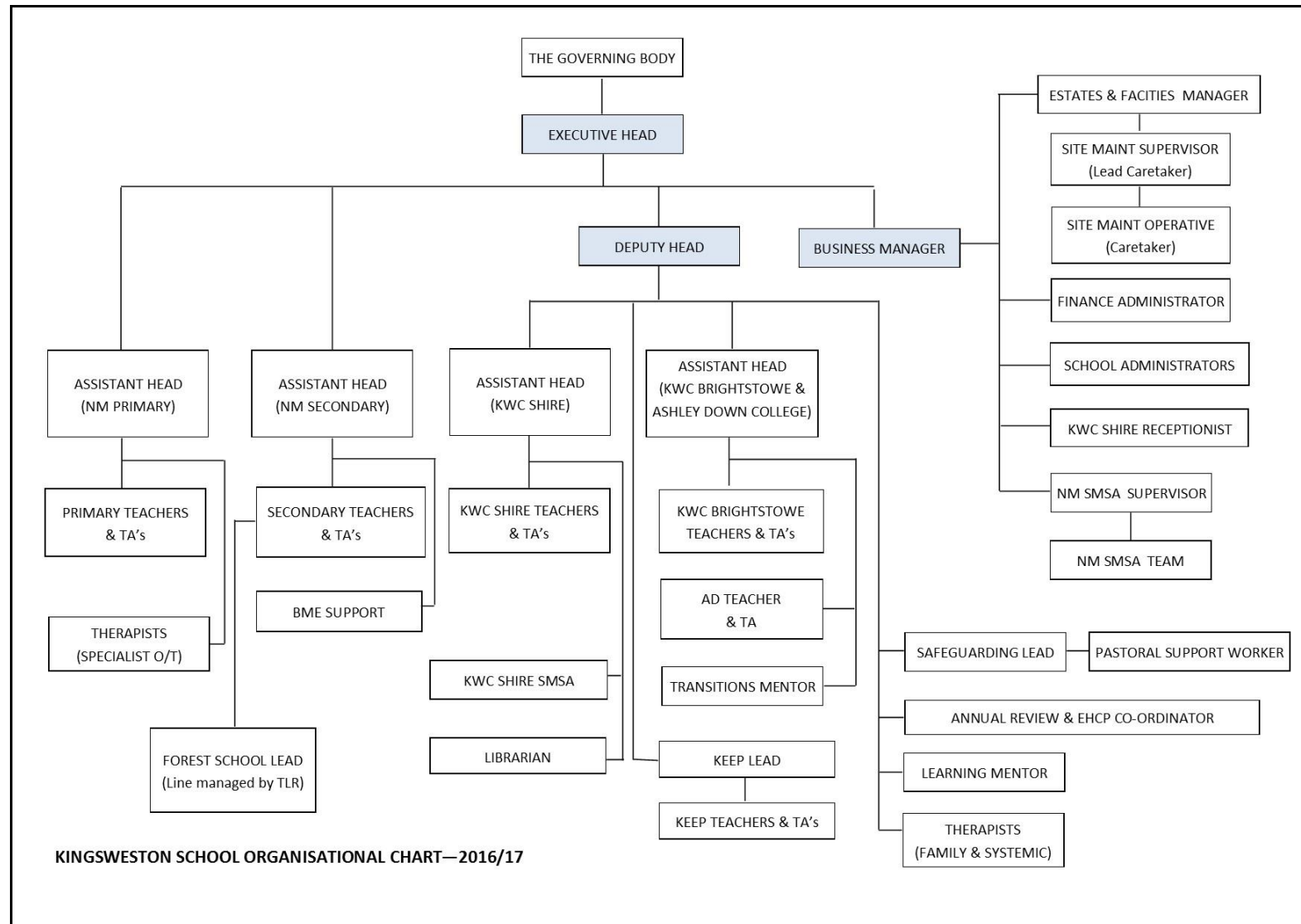
Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not willfully misuse, neglect or interfere with anything provided for their health and safety.

### 2.16 School H,S&W Lines of Communication



## 2.17 Kingsweston School: Organisational Chart, Roles and Responsibilities

### ORGANISATION CHART



## Roles and Responsibilities

POST	Executive Head	Health & Safety Governor	Business Manager	Deputy Head	Estates & Facilities Manager
H&S ROLE					
<b>Executive Head H&amp;S Policy areas</b>	<ul style="list-style-type: none"> <li>Corporate H&amp;S Policy</li> <li>CYPS H&amp;S Policy</li> <li>School HSW Policy</li> </ul>		<ul style="list-style-type: none"> <li>Policy, Procedures, and Guidance on Emergency Planning &amp; Business Continuity</li> <li>Severe weather Policy</li> <li>Organise training</li> <li>Lone Working Procedures</li> <li>Manages Catering contract providers</li> <li>First Aid Policy</li> </ul>	<ul style="list-style-type: none"> <li>Policy and Procedures for dealing with Unacceptable Behaviour and Positive Handling</li> </ul>	<ul style="list-style-type: none"> <li>Policy, Procedures and Guidance on the Use of Transport (inc. for off site visits).</li> <li>Policy, Procedures and Guidance on Maintenance of Installations, Plant and Equipment, and Safe provision and use of Utility Services</li> <li>Lone Working Procedures for site staff</li> <li>Pest Management</li> <li>Manual handling</li> </ul>
<b>Day to day activity</b>	<ul style="list-style-type: none"> <li>Overall responsibility for maintaining a safe working environment for employees and service users</li> <li>Engagement of whole workforce in H&amp;S culture</li> <li>Delegation of H&amp;S activities as appropriate</li> <li>Act as Section 547 Officer</li> <li>Undertake/ Review Risk Assessments on individual staff</li> </ul>	<ul style="list-style-type: none"> <li>Act as a critical friend to School/ Executive Head</li> <li>Contribute own H&amp;S knowledge;</li> </ul>	<ul style="list-style-type: none"> <li>DBS Policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>School H&amp;S Co-ordinator for pupil &amp; curriculum issues</li> <li>Lead Risk Assessments on pupil and curriculum</li> <li>Act as Section 547 Officer</li> </ul>	<ul style="list-style-type: none"> <li>School H&amp;S Co-ordinator for premises issues</li> <li>Monitor Site Security</li> <li>Undertake/ Review Risk Assessments Premises</li> <li>Authorise and monitor contractor activity</li> <li>Act as Section 547 Officer</li> <li>Manage safety inspection of external playground and sensory equipment</li> <li>Hold Premises Log Book and monitor maintenance and inspection reports</li> <li>Act as COSHH coordinator</li> <li>Manage strategic development of premises, undertake Fire Risk Assessment, and manage contractors &amp; contracted service providers (cleaning)</li> <li>Act as Responsible Person under Fire Safety Order</li> <li>Act as Asbestos Duty Holder under Control of Asbestos Regs.</li> </ul>
<b>Periodic Activity</b>	<ul style="list-style-type: none"> <li>Review H&amp;S Training for self.</li> </ul>	<ul style="list-style-type: none"> <li>Join Site Inspections</li> <li>Monitor implementation of H&amp;S Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Join Site Inspections</li> <li>Review H&amp;S Training needs of own staff</li> <li>Maintain training matrix.</li> <li>Ensures catering hygiene inspections reports, equipment maintenance reports and related paperwork to the Estates &amp; Facilities Manager</li> </ul>	<ul style="list-style-type: none"> <li>Review Positive Handling/ Restraint Training needs for staff, inc. recording of and Handling Log</li> <li>Review H&amp;S Training for self &amp; senior staff.</li> </ul>	<ul style="list-style-type: none"> <li>Organise meetings of the safety committee</li> <li>Lead site inspections</li> <li>Check Legionella management plan is updated</li> <li>Review H&amp;S Training needs of own staff.</li> </ul>
<b>Workplace Safety Committee</b>	<b>Member of Workplace Safety Committee.</b>	<b>Member of Workplace Safety Committee.</b> <ul style="list-style-type: none"> <li>Act as link to Full Governing Body</li> <li>Write Annual H&amp;S report to Governors</li> </ul>	<b>Member of Workplace Safety Committee.</b>	<b>Member of Workplace Safety Committee.</b> <ul style="list-style-type: none"> <li>Present Risk Assessments (Pupils &amp; Curriculum).</li> </ul>	<b>Chair of Workplace Safety Committee.</b> <ul style="list-style-type: none"> <li>Present Site Inspection Report</li> <li>Present maintenance and inspections status reports</li> <li>Present Risk Assessments (Premises related).</li> </ul>

## Roles and Responsibilities (Cont'd)

POST	Assistant Heads	Educational Visits Coordinator	SENCO (Deputy Head)	Safeguarding Lead	Work experience Co-ordinator	Fire Wardens	Lead SMSA
<b>Executive Head H&amp;S Policy areas</b>	<ul style="list-style-type: none"> <li>Risk Assessments on pupils and curriculum activities</li> <li>Send out H&amp;S information</li> <li>National Early Years Framework</li> <li>Sports and PE</li> <li>Forest Schools and other wild area activities</li> </ul>	<ul style="list-style-type: none"> <li>Policy, Procedures and Code of Practice for Off Site Visits</li> </ul>	<ul style="list-style-type: none"> <li>To manage those pupils with Special Educational Needs in conjunction with other staff</li> <li>Policy, Procedures and Guidance on the Use of Transport for pupils with special needs</li> </ul>	<ul style="list-style-type: none"> <li>To maintain a central comprehensive record of all staff and other persons in contact with children during any school activity</li> </ul>	<ul style="list-style-type: none"> <li>Follow the school policy on work experience</li> </ul>	<ul style="list-style-type: none"> <li>Assist with implementation of the control measures in the fire risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>Follow the school HSW Policy</li> </ul>
<b>Day to day activity</b>	<ul style="list-style-type: none"> <li>Undertake/ Review Risk Assessments.</li> </ul>	<ul style="list-style-type: none"> <li>Undertake/ Review Risk Assessments</li> <li>Coordinate off site visit arrangements</li> <li>Authorise off site visits</li> <li>Liaise with Deputy Head</li> <li>Receipt and dissemination of H&amp;S information</li> </ul>	<ul style="list-style-type: none"> <li>Undertake/ Review Risk Assessments on individual pupils; with SEN</li> </ul>	<ul style="list-style-type: none"> <li>Add new records as necessary and update existing ones</li> <li>Signposting pupil's to specific services</li> <li>Pupil emotional wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>Manage and develop work experience and transition arrangements</li> </ul>	<ul style="list-style-type: none"> <li>Promote fire awareness and fire prevention</li> <li>Assist with drills and actual emergency evacuations</li> </ul>	<ul style="list-style-type: none"> <li>Supervise meals and breaks and associated activities</li> </ul>
<b>Periodic Activity</b>	<ul style="list-style-type: none"> <li>Join Site Inspections</li> <li>Review H&amp;S Training needs of own staff.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in a representative number of off site visits, including residential</li> <li>Liaise with Health and Safety Co-ordinator (Pupils) and Estates &amp; Facilities Manager</li> <li>Preparing/updating risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>Feedback to Executive Head and H&amp;S Coordinator (Pupils) in training and highlight updates</li> </ul>	<ul style="list-style-type: none"> <li>Raise any issues of concern</li> <li>Feedback to Executive Head and H&amp;S Coordinator (Pupils) in staff training and highlight updates</li> </ul>	<ul style="list-style-type: none"> <li>Feedback to Executive Head and H&amp;S Co-ordinator (Pupils) in training and highlight updates.</li> <li>Review risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>Feedback to Executive Head and H&amp;S Co-ordinator (Premises) in training and highlight updates</li> </ul>	<ul style="list-style-type: none"> <li>Feedback to Business Manager training and highlight updates</li> </ul>
<b>Workplace Safety Committee</b>	<p><b>Member of Workplace Safety Committee.</b></p> <ul style="list-style-type: none"> <li>Present Risk Assessments (Pupils &amp; Curriculum).</li> <li>Report on changes, new equipment and new procedures etc which have an impact on H&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Present Risk Assessments</li> <li>Analyse and present off site visit incident statistics.</li> </ul>	<ul style="list-style-type: none"> <li>Supply information on opportunities for better inclusion where this is H&amp;S related</li> <li>Highlight any issues</li> </ul>	<ul style="list-style-type: none"> <li>Supply summary information on safeguarding position</li> </ul>	<ul style="list-style-type: none"> <li>Provide information when requested</li> </ul>	<ul style="list-style-type: none"> <li>Provide information when requested</li> </ul>	<ul style="list-style-type: none"> <li>Provide information when requested</li> </ul>

## Roles and Responsibilities (Cont'd)

POST	Healthy Nurse Liaison	First Aiders	Friends of KWS Food Hygiene Co-ordinators	Specialist advisors	Employees	Safety Representative
<b>H&amp;S ROLE</b>						
<b>Executive Head H&amp;S Policy areas</b>	<ul style="list-style-type: none"> <li>Ensure that the school policy is followed</li> <li>Responsible for updating / reviewing Children with Medical Conditions Policy</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the school policy is followed</li> <li>Procedure for the Reporting of Incidents of Violence, Injuries, Diseases, and Dangerous Occurrences</li> </ul>	<ul style="list-style-type: none"> <li>Be familiar with the school's H &amp; S Policy and act on it in conjunction with company procedures</li> <li>Act in accordance with food safety and related legislation when organising events</li> </ul>	<ul style="list-style-type: none"> <li>Supply external independent advice to support the school</li> <li>Health and safety</li> <li>Occupational Health esp. wellbeing</li> <li>Behaviour</li> <li>Therapeutic services</li> </ul>	<ul style="list-style-type: none"> <li>To comply with the school's health and safety procedures in line with statutory duties under Section 7 of the HSW Act</li> </ul>	<ul style="list-style-type: none"> <li>Safety Representatives and Safety Committees Regulations 1977 et seq.</li> </ul>
<b>Day to day activity</b>	<ul style="list-style-type: none"> <li>Assist with the control of medicines and medical devices</li> <li>Ensure that all use of medicines and related items is properly recorded</li> </ul>	<ul style="list-style-type: none"> <li>Provision of first aid and related support to staff, children and visitors</li> </ul>	<ul style="list-style-type: none"> <li>Report any problems, defects or other issues to the School Business Manager</li> </ul>	<ul style="list-style-type: none"> <li>As contracted</li> </ul>	<ul style="list-style-type: none"> <li>Carry out their duties in accordance with school policies and appropriate risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>Monitor School activity - bring issues to the attention of H&amp;S Coordinators</li> <li>Contribute own H&amp;S knowledge</li> </ul>
<b>Periodic Activity</b>	<ul style="list-style-type: none"> <li>Feedback to Executive Head and H&amp;S Coordinator (Pupils) in training and highlight updates</li> <li>Report back on any problems</li> <li>Suggest improvements to inclusion through better management of medicines and medical devices</li> </ul>	<ul style="list-style-type: none"> <li>Provide information on the number and type of cases dealt with. ( This supplements the accident and bump book records)</li> <li>Feedback to Executive Head and H&amp;S Coordinator (Pupils) in training and highlight updates</li> <li>Ensure appropriate supplies and First Aid Boxes are maintained.</li> </ul>	<ul style="list-style-type: none"> <li>Provide feedback on events and any issues or areas that could be improved or developed</li> </ul>	<ul style="list-style-type: none"> <li>As contracted</li> </ul>	<ul style="list-style-type: none"> <li>Report any problems or defects</li> </ul>	<ul style="list-style-type: none"> <li>Undertake Site Inspections;</li> </ul>
<b>Workplace Safety Committee</b>	<ul style="list-style-type: none"> <li>Provide statistics on medicines and medical devices</li> <li>Highlight problems and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>No direct role</li> </ul>	<ul style="list-style-type: none"> <li>No direct role</li> </ul>	<ul style="list-style-type: none"> <li>As contracted</li> </ul>	<ul style="list-style-type: none"> <li>Be a member of the committee if desired and otherwise feed issues to the staff or union reps</li> </ul>	<ul style="list-style-type: none"> <li>Trade Union nominee <b>member(s) of Workplace Safety Committee</b></li> <li>Table information from Trade Unions;</li> <li>Act as link to Federation or other Safety Committee.</li> </ul>

## **HEALTH, SAFETY & WELLBEING POLICY**

### **PART THREE – ARRANGEMENTS**

**The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.**

#### **3.1 Communication**

The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc.

#### **3.2 Provision of Information**

Neil Galloway will be responsible for ensuring that any regulations, information, guidance notes etc., received are passed immediately to employees who have a direct interest.

Information relating to a departments activity shall be passed on or highlighted in that department's safety policy or safe working arrangements and will be undertaken by the appropriate member of the Senior Leadership Team or department lead, namely:

- Whole School (Pupil & Curriculum) – Jo Hill
- Whole School (Premises) – Clive Farmer
- Whole School (Notification of Infectious Deceases) – Ellie Maby
- Primary Napier Miles – Tori Lincoln
- Secondary Napier Miles – Karen Hillier
- KWC Shirehampton – Sara Wright
- KWC Brightstowe – Kate Lloyd
- Ashley Down College – Kate Lloyd

The Executive Head ensures that all employees have received a copy of this HS&W Policy document, and those employees' signatures indicating that they have read and understood the document and any further safety information issued, are kept in Reception at Napier Miles.

New employees will be informed of all relevant health and safety information as part of the induction process.

An electronic copy of this policy and other related H&S documentation will be accessible on the staff shared database.

A hard copy of this policy and other related or relevant H&S documentation will be displayed on the health, welfare and safety noticeboard located in the Staff Rooms at Napier Miles and KWC Brightstowe; and in the Staff Workroom at KWC Shirehampton.

#### **3.3 Consultation with Employees**

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within Kingsweston School takes place through the following methods:

- In the first instance all employees can raise health and safety concerns directly with their line manager.
- All employees also have the right to raise health and safety concerns with a trade union appointed health and safety representative, who can take the matter up on their behalf.
- Ensuring health and safety is on the agenda at team meetings. Issues are then dealt with or referred up.
- The school has established a Workplace Safety Committee which meets three times annually so as to give time and full consideration of; risk assessment, safety procedures and working practices; reports on premises inspections; the resources required for training and development and other health, safety and

wellbeing matters.

The Workplace Safety Committee comprises:

- Executive Head (Neil Galloway) and /or Deputy Head (Jo Hill)
- Governor with H&S Responsibilities (Alan Roberts)
- Business Manager (Ellie Maby)
- Estates & Facilities Manager (Clive Farmer) (CHAIR)
- Primary Napier Miles (Tori Lincoln)
- Secondary Napier Miles (Karen Hillier)
- KWC Shirehampton (Sara Wright)
- KWC Brightstowe (Kate Lloyd)
- Safety representative(s) Nigel Collins

The remit of the Workplace Safety Committee (WPSC) relate to health, safety and welfare issues relating to all the Kingsweston sites, its staff, pupils and visitors. Matters relating to locations other than the Napier Miles, Shirehampton and Brightstowe, will be addressed where necessary in consultation with the management of the host school/college.

In order to fulfil its remit the Committee may obtain external professional advice as necessary.

Terms of reference for the Committee are:

- Advise the Governing body on its statutory obligations
- Implement and review the Health & Safety Policy
- The Estates & Facilities Manager and at least two other member of the Committee (one person to be the Department Lead of the Site being inspected) will undertake an inspection of the buildings and sites pertaining to the Kingsweston School campuses to identify issues and report these into the subsequent Committee meeting. In practice this inspection would normally be undertaken approximately one week before the scheduled Committee meeting
- Identify and resolve health, safety and welfare problems across the KWS sites
- Facilitate the development and monitoring of safe systems and procedures
- Review accident and investigation reports, and monitor accident/incident trends
- Review and contribute to the maintenance of up to date H, S & W policies and risk assessments
- To review maintenance and service records of gas, and electrical equipment, other installations and other utilities and power sources
- Progress the Accessibility Plan
- Ensure compliance with the Disability Discrimination Act and Special Educational Needs & Disability Act to escalate any unresolved issues to the Governors' Finance & Resources Committee.

## **Section 1 - RISK ASSESSMENT**

### **3.4 Risk Assessment**

Kingsweston School has established a set of Procedures and Guidance which applies to all departments and staff, and to all activities that could give rise to significant risk. The responsibility for ensuring that risk assessments are carried out ultimately lies with the Executive Head although this responsibility is delegated as appropriate to post holders identified within the school's Procedures and Guidance document 'Carrying out of Risk Assessments'.

#### ***(i) Curriculum Risk Assessment***

At departmental level the responsibility to ensure that curriculum related risk assessments are carried out rests with the Assistant Headteacher. The Assistant Headteacher's are responsible for undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate. The Educational Visits Coordinator (EVC) carries a specific responsibility in relation to ensuring the strategic integrity of health and safety compliant related activities although Assistant Heads have received EVC training to facilitate their ability to secure safe routine practices.

Within departments risk assessments are carried out by the individuals working with, or supervising those working with, the hazards which give rise to the risk. The assessment and control of risk arising out of work is an aspect of the professionalism of those carrying out the work. The requirement to carry out risk assessment applies to all work within the department. To ensure the school's legal integrity, risk assessments generated by departmental staff must be audited and, where necessary, amended by the Assistant Headteacher prior to commencement.

Copies of all risk assessments for pupils, an area or operation should be available at the point of use and should also be lodged at a central point within the Department (i.e. the Assistant Head's office).

A copy of all off-site visit risk assessments must be put into the folder located in the Resources Room. Once any risk assessment has been replaced / superseded the redundant original copy must be given to administration staff for storing in the attic room.

#### ***(ii) Estates and Facilities Management Risk Assessment***

The Estates and Facilities Management team will undertake related site orientated risk assessments and, where possible, give advice and information on Health & Safety issues relating to curricular use of the school's estate.

The Estates and Facilities Management team will liaise with partner organisations with whom we share facilities in order to ensure that we can evidence compliance with our statutory obligations as well as meet our operational requirements.

Risk assessments relating to Estates and Facilities Management can be found in the Estates & Facilities Manager's Office.

#### ***(iii) Staff engagement with risk assessed practices***

It may be necessary for input from an Occupational Health Service to determine whether individuals are fit to carry out the work covered by the risk assessment and whether any continuing health surveillance is required. Staff should be reminded of their access to confidential Worklife Support whenever they wish (08000 856148).

#### ***(iv) Risk Assessments in relation to specific pupils***

A proportion of pupils will require the risks that they present to themselves/others to be reflected in a risk assessment as a means of considering (and evidencing the consideration of) practices to ameliorate such risks. The teacher is responsible for the development of the risk assessment although contributions to the content may well involve a range of school colleagues as well as others external to the school. The Assistant Headteacher has a monitoring and evaluation role in relation to departmental pupil risk assessments. Individual pupil risk assessments will be maintained within the individual's folders on the school network.

#### ***Supporting Documents:***

- *Carrying out of Risk Assessments (Clive Farmer)*

### **3.5 School Trips/Offsite Visits**

The school complies with DFE Guidance on offsite visits and school journeys. A separate school trips procedure has been produced. Katherine Mwakijungu is the responsible person for policy.

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in the United Kingdom **not** including an overnight stay is the Assistant Head for the department organising the visit.

#### ***Policy Document:***

- *Visits out of school Policy (Katherine Mwakijungu)*
- *Use of Vehicles for School Purposes (Clive Farmer)*



### **3.6 Working at Height**

The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discusses and agrees arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

- Working at height tasks should be undertaken by the site team based at Napier Miles
- Greg Palmer-Givan (Site Maintenance Supervisor) is person responsible for carrying out periodic documented ladder checks
- Clive Farmer undertakes the arrangements to manage risks e.g. simple briefing on safe working
- At Napier Miles, all ladders are stored in the minibus garage and step ladders in the Caretakers Workshop.
- At KWC Shirehampton a step ladder is stored in a locked cupboard.

### **3.7 Noise**

The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.

Any employee concerned about the noise levels at work should report the matter to Clive Farmer, who will arrange for remedial action or for an assessment to be undertaken.

### **3.8 Violence to Staff**

The school is aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.

### **3.9 Security Arrangements Including Dealing with Intruders**

Risks to security of the premises and property are assessed through the risk assessment process.

Clive Farmer is the person responsible for ensuring that security arrangements are in place, and the school subscribes to a remote monitoring system with Bristol City Council.

All visitors to the school (be they parents, professionals or contractors) are required to sign in at Reception without exception. A visitors badge is issued and worn by the person throughout their visit at all the Kingsweston sites. All visitors are accompanied during their visit, unless they have special arrangements confirmed by the school, and have provided evidence of satisfactory DBS procedures. Visitors sign out at reception upon completing their visit.

*Policy Document: Security Policy (Clive Farmer)*

### **3.10 Personal Security/Lone Working**

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety. Lone working practices are identified by Line Management and communicated to Ellie Maby. If the risk is assessed as significant, the school ensures that the Lone Worker is placed on Bristol City Council's Lone Worker Monitoring scheme.

There are two areas of responsibility for the Kingsweston mode of operation:

1. Site Staff working outside normal hours follow the guidance contained in the school's Lone Working Procedures document as formulated by the Estates & Facilities Manager.
2. Pastoral Support working away from the school sites, follow the guidance document as formulated by Ellie Maby.

### **3.11 Hazardous Substances (Control of Substances Hazardous to Health COSHH)**

Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost.

Inventories of hazardous substances used on Kingsweston sites are maintained by Greg Palmer-Givan and can be located in the Caretaking Office.

The person responsible for undertaking and updating the COSHH risk assessments is Greg Palmer-Givan.

### **3.12 Personal Protective Equipment**

Employees/Line Managers assess on the basis of risk assessment and COSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided free of charge.

All staff are responsible for ensuring that they use PPE where it is provided, and inform their line manager as soon as they become aware of a need to repair or replace PPE which they use.

### **3.13 School Transport**

Risks associated with driving are evaluated within assessments for activities.

***NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Council does not hold insurance to cover use of private vehicles.***

*Policy Document:*

- *Use of Vehicles for School Purposes (Clive Farmer)*

### **3.14 Manual Handling (typical loads and handling pupils)**

Risks of manual handling are communicated within general risk assessment.

Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Assistant Heads are responsible for assessing the appropriate approach to handling tasks within their departmental area for handling pupils. Clive Farmer is responsible for assessing the appropriate approach to handling tasks for the Estates and Facilities Management team in connection with their day-to-day duties such as portering etc.

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All employees will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All employees must also ask themselves the question, when considering undertaking any manual handling operation, can I move the objects where I need to safely and without risks to health? Where employees feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance.

### **3.15 Curriculum Safety (including extended schools activity/study support)**

Assistant Heads ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out.

### **3.16 Work Experience Placements**

Department leads will be responsible for internal work experience placements in their areas of activity and will ensure that appropriate personal protective equipment (PPE), induction and training is provided as determined by a risk assessment, undertaken in advance of the placement by the trainee's supervisor, which relates the individual trainee to the working conditions which the trainee will experience.

The Key Stage 5 lead or Key Stage 4 lead as appropriate will arrange external work experience placements in accordance with the guidance contained within the resource pack issued by the Local Authority and the school's Work Experience Risk Assessment undertaken by the Transitions lead, Nick Rechter.

### **3.17 Team Teach**

The person responsible for arranging team teach training and monitoring its effectiveness is Jo Hill. Additional responsibilities are delegated to Lucy James for developing behaviour supports and intervention for the whole school.

*Policy Document: Behaviour Policy and Positive Handling Policy (Jo Hill)*

### **3.18 Display Screen Equipment**

Employees and others carrying out work on behalf of Kingsweston School and identified as Display Screen Equipment (DSE) Users, will:

- Co-operate with Kingsweston School requirements regarding DSE procedures put in place for their health, safety and welfare and in which they have been instructed and informed.
- Ensure any electrical DSE equipment provided to them by Kingsweston School will be made available for electrical testing.
- Report to their Line Manager immediately any fault with school DSE equipment.
- Use DSE equipment and furniture only in the way agreed with their Line Manager, following appropriate discussion / consultation with that Line Manager.
- Following completion of the DSE self-assessment, discuss personal DSE requirements (as identified by the self-assessment) with their DSE Assessor (Clive Farmer).
- Not re-organise or re-position their DSE workstations and / or equipment without first discussing / consulting with their Line Manager.
- Under the DSE Regulations, DSE 'Users' are entitled to an eyesight test and basic DSE spectacles frame with single lens, funded by the employer. Where a member of staff considers they require an eyesight test, they must notify Ellie Maby and complete the actions required in the DSE Eye test Form.

The competent (trained) person responsible for carrying out DSE risk assessments is Clive Farmer.

The person responsible for implementing the requirements of the risk assessment is Ellie Maby.

DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

*NB: "User" - a member of staff who habitually uses DSE as a significant part of normal work (for continuous or near-continuous spells of an hour or more) on a regular basis, or cannot carry out their duties without it.*

*Policy Document:*

- *Display Screen Equipment Policy (Clive Farmer)*

### **3.19 Extended Activity outside Core Hours**

The Governors recognise the need to set down arrangements for Extended Activities such as Breakfast Clubs, Holiday Play schemes etc. In addition to arrangements already in place for Lettings (see 3.27), and according to specific circumstances, there will be a Transfer of Control Agreement or similar documentation which clarifies handover arrangements, use of premises etc. The person responsible for implementing the requirements is Clive Farmer.

### **3.20 Playground Supervision/Play Equipment and Maintenance**

A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process:

Adequate numbers of staff to be on supervision duty at all times. This is the responsibility of the Department

Assistant Head. They oversee a rota to ensure that adequate levels of cover are available for each break including in the dining hall. The actual number of staff required to supervise will depend on the number of children and the needs of individual pupils. Special care must be taken to brief supply or other cover staff.

The Departmental Assistant Head is responsible for the risk management of their area, and the following are considered as part of the Risk Assessment process:

- significant hazards and how these are controlled
- layout
- ages and needs of children using the playground
- staff/pupil ratios
- use of playground equipment
- familiarity of staff and users with emergency protocol
- availability of a senior management team member at all times during the midsession or lunch breaks when the pupils are using the playground

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision.

The person responsible for the selection and siting of outdoor equipment is Clive Farmer.

Kingsweston undertakes 3 levels of inspection (as identified by BS EN1176) on all outside play equipment:

1. A weekly routine inspection of the equipment by the site team, and follow the school's guidance and reporting method.
2. Operational inspections in February, May and August by RoSPA.
3. An annual inspection by RoSPA.

The lead person responsible for inspections of outside play equipment and safety surfacing and to whom any faults should be reported immediately is Clive Farmer.

Department Assistant Heads are responsible for ensuring that equipment is adequately supervised within their area.

*Supporting Documents:*

- *Guidance for Site Team Staff on Inspecting Outdoor Areas & Play Equipment (Clive Farmer)*

## **Section 2 - PREMISES**

### **3.21 Mechanical and Electrical (fixed and portable)**

The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable

Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded (Premises Logbook Two: Maintenance Records) and held in Estates & Facilities Manager's office.

### **3.22 Maintenance of Machinery and Equipment**

The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment.

### **3.23 Asbestos**

To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:

- complying with all regulations concerning the control of asbestos, and in accordance with the BCC Policy;
- removing asbestos containing materials where the risk to building users is unacceptable;
- having a named person who has responsibility for implementing the Asbestos Management Plan;
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.

The person responsible for the Asbestos Management Plan is Clive Farmer.

Asbestos materials are present on the Napier Miles site only. The school's asbestos survey is located in the Estates & Facilities Manager's Office.

*Supporting Documents:*

- *Premises Logbook Five: Asbestos Management Plan (Clive Farmer)*

### **3.24 Service Contractors**

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, pupils and other visitors on site. The school provides details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.

*Supporting Documents:*

- *Code of Practice for Contractors Working at Kingsweston School (Clive Farmer)*

Service contracts are managed by Clive Farmer, excepting those that managed by the Catering Supervisor on behalf of Eden Foods.

### **3.25 Building Contractors**

This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of pupils and contractors whilst on the school site.

This type of work will be regulated by the requirements of the construction Design and Management Regulations and the school exercise the duties of the client as contained therein

For all large scale building works the Estates & Facilities Manager will be involved in pre meetings with the Contractor to consider and establish:

- clearly identify timescales for work methodology
- access requirements
- emergency access requirements

*Policy Document:*

- *Premises Policy (Clive Farmer)*

*Supporting Documents:*

- *Code of Practice for Contractors Working at Kingsweston School (Clive Farmer)*

### **3.26 Small Scale Building Works**

This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place. The site team is responsible for supervising all works undertaken by a contractor at the school.

All contractors are expected to follow, and sign that they will do so, the school's 'Code of Practice for Contractors Working at Kingsweston School' prior to any works being undertaken at its sites.

*Policy Document:*

- *Premises Policy (Clive Farmer)*

*Supporting Documents:*

- *Code of Practice for Contractors Working at Kingswston School (Clive Farmer)*

### **3.27 Lettings**

The school ensures that the hirer has public liability insurance in place in order to indemnify the school from all such hirer's claims arising from negligence. If any part of the school is let, the Executive Head is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.

The school will ensure that its 'Letting Terms' are explicit regarding the respective roles and responsibilities of both itself and the Hirer for Health, Safety, and Wellbeing matters including:-

- Insurance arrangements
- Risk Assessments
- First Aid
- Emergencies

All hirers of the school premises or grounds must be given instructions regarding all relevant procedures operating in the school. All emergency exits must be unlocked, and a telephone must be available for emergency calls. The premises or grounds must be inspected and secured after use.

*Policy Document:*

- *Lettings Policy (Ellie Maby)*

### **3.28 Slips/Trips/Falls**

The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Estates & Facilities Manager ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Estates & Facilities Manager via H&S Defect proforma, email, or whiteboard in the Caretakers Office. All staff are expected to be vigilant and aware of possible hazards.

### **3.29 Cleaning & Catering**

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Caretaker who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal (such as bodily fluids) are disposed of safely and in accordance with the appropriate risk assessment sheet or in accordance to the 'Children with Medical Conditions Policy including the Administering of Medicines - Appendix C - Hygiene Procedures' document.

A schedule is in place for the day-to-day premises cleaning which is monitored by the Estates & Facilities Manager. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and pupils adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

On the Napier Miles site the cleaning contract is managed by Bristol City Council. The current cleaning provider is Churchill, who operate with a team of five cleaning staff (including a cleaning supervisor). Clive Farmer has monthly QA review meetings with the area manager for Churchill.

The Catering contract is managed by Bristol City Council and is applicable to its Napier Miles site only. The current catering provider is Eden Foods. Catering staff (managed by a Catering Supervisor) of Eden Foods are responsible for the cleanliness of the school kitchen. Ellie Maby has regular QA review meetings with the Catering Supervisor.

At KWC Shirehampton, the school has a locally agreed contract with Cleaning Logistics, whom operate with a team of three cleaning staff. The contract is managed by Clive Farmer. There are termly QA review meetings with

the area manager of Cleaning Logistics, attended by Sara Wright and Clive Farmer.

KWC Brightstowe is a PFI school and is managed entirely by BAM. The school has termly meetings with BAM where it can raise any concerns regarding the quality/standards of cleaning. This meeting is attended by Kate Lloyd and Clive Farmer.

### **3.30 Transport Arrangements (on-site)**

The school control traffic movement on its sites:

At Napier Miles the Inner Car Park is restricted to school transport for the morning drop off and afternoon pick up periods. The gates managed and all traffic movement is halted during alighting or boarding the buses by the duty caretaker.

At KWC Shirehampton, a dedicated side road access route is controlled by school staff.

At KWC Brightstowe, the Car Park is secured by a main gate managed and all traffic movement is halted during alighting or boarding the buses by the duty staff.

### **3.31 Bus Duties (supervision of pupils boarding school buses)**

All pupils are escorted to and from buses.

### **3.32 Caretaking and Grounds Maintenance (and grounds safety)**

The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.

### **3.33 Gas and Electrical Appliances**

Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.

### **3.34 Glass and Glazing**

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection by the Site Supervisor.

### **3.35 Water Supply/Legionella**

An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person is Clive Farmer, whom has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.

### **3.36 Snow and Ice Gritting**

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

*Supporting Documents:*

- *Severe Weather and Unforeseen Events (Ellie Maby)*

## **Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS**

### 3.37 Infectious Diseases

The school follows the National Guidance produced by the Health Protection Agency.

*Supporting Documents:*

- *Infectious Diseases Procedures (Ellie Maby)*

### 3.38 Dealing with Medical Conditions

Kingsweston School understands the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with medical conditions which require emergency medication will have an individual (Health) Care Plan written as soon as possible after diagnosis and reviewed at least annually or more often if necessary. This is written by the school health nurse or the specialist nursing team based within Bristol Children's Hospital. The plan is agreed by Parent / Carer.

All staff understand the medical conditions that affect pupils at this school. Where appropriate Staff receive training on the impact medical conditions can have on pupils in their setting.

The school ensures that each site / department has a designated First Aider who manages the first aid equipment. All sites have a basic first aid kit and full portable first aid kits are taken on any off site visits.

The school ensures this policy is applied across the curriculum, including PE and Educational Visits.

The Napier Miles site has a defibrillator located in Reception.

The named member of school staff responsible for supporting pupils with medical conditions is Sara Wright. Karen Holt maintains staff records relating to training for administration of medicines and first aid within the school.

*Policy Document:*

- *Children with Medical Conditions Policy including the Administering of Medicines (Sara Wright)*
- *First Aid Policy (Ellie Maby)*

### 3.39 Drug Administration

A list of the person's named for the dealing with the administration of medication in accordance with the 'Children with Medical Conditions Policy' is reviewed and updated on a regular basis dependent upon pupil needs and staffing:

*Policy Document:*

- *Children with Medical Conditions Policy including the Administering of Medicines (Sara Wright)*

*Supporting Documents:*

- *Staff List – Drug Administration and First Aid (Karen Holt)*

### 3.40 First Aid

The school follows the statutory requirements for first aid and provides suitably trained first aid staff. A list of the person's named for the dealing with the administration of first aid in accordance with the 'First Aid Policy' is reviewed and updated on a regular basis. Karen Holt maintains current staff lists of trained first aiders and ensures that they are displayed.

#### Location of First Aid Boxes:

<b>Napier Miles</b>	<b>KWC Shirehampton</b>	<b>KWC Brightstowe</b>
Medical Room	Hygiene Room	Reception Office
Our World – Lobby	Staff Room	Staff Room
Gym		
Food Technology Room		



Each First Aid box contains a list of contents appropriate for its use and location. First Aiders are responsible to replace items used from stock.

The First Aiders will undertake an inspection of the contents of each box at least three times a year and ensure that this is recorded. Ensuring that each box is fully stocked, items are within their expiry dates, and order replacement stock when required.

NB: Each of the school Minibuses contain a First Aid box, together with easy carry 'localised trip' First Aid Bags which is subject to the same inspection process as above. Two First Aid holdalls for use on residential trips are to be inspected before each trip, and are kept in the Medical Room.

Karen Holt monitors First Aid and medical training, and will inform when refreshers are due and arranges training.

*Policy Document:*

- *Children with Medical Conditions Policy including the Administering of Medicines (Sara Wright)*
- *First Aid Policy (Ellie Maby)*

### **3.41 Reporting of Accidents, Hazards, Near Misses**

All staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.

#### **Pupils**

All accidents/incidents to pupils involving injury are to be recorded as soon as possible by completing the Form 1 sheet available from Reception and then returned to Lucy James if the accident was behaviour related, or Clive Farmer if it was a Premises related.

Reportable incidents are any fatality; any major injury, which is a break/fracture of any bone with the exception of a toe or finger; and any injury where the pupil is taken direct from site to hospital, whether by ambulance, member of staff or relative.

#### **Staff**

All accidents/incidents to staff are to be recorded and this will be done by immediately by completing the Form 1 sheet available from Reception and then returned to Lucy James if the accident was behaviour related, or Clive Farmer if it was a Premises related.

#### **Visitors**

All accidents to visitors other than pupils are to be recorded and this will be done by completing the Form 1 sheet available from Reception and then returned to Lucy James if the accident was behaviour related, or Clive Farmer if it was a Premises related.

#### **Near Miss Incidents**

For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be returned to Lucy James if it were behaviour related; or Clive Farmer if it is Premises related, who will then decide if it needs to be forwarded to the BCC H&S Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

#### **Behaviour incidents**

These include violence, bullying and harassment and are to be recorded by immediately as referenced in the relevant policy.

### **3.42 Fire Safety and Emergency Evacuation**

The arrangements for fire safety on each Kingsweston site will be in accordance with the outcome of an annual school Fire Risk Assessment conducted by the Estates & Facilities Manager. The KWC's are primarily subjected to the arrangements of its host site, and the FRA conducted by the Estates & Facilities Manager is concerned only with locally managed arrangements. The completed FRA is shared with its host site.

A Fire and Emergency Evacuation Plan is in place for the Napier Miles site. At KWC Shirehampton and Brightstowe the host school's Fire procedures are followed (each Kingsweston Centre has its own evacuation procedure within its building to ensure the safe evacuation of its pupils and staff (and visitors) to the host's point of assembly).

At Napier Miles the Fire Log Book is held in the Estates & Facilities Manager's Office and is used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visits by the Fire Brigade, servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting etc.

At KWC Shirehampton the Fire Log Book is maintained by Shirehampton Primary School and is used to record weekly system tests, practice and unplanned evacuation drills, fire alarm, visits by the Fire Brigade. Servicing records for smoke detectors, repeater fire alarm panel (KWC), extinguishing equipment, emergency lighting etc. is undertaken by Kingsweston caretaking team. The records are kept in the KWC Reception office.

At KWC Brightstowe the Fire Log Book is maintained by BAM and is used to record weekly system tests, practice and unplanned evacuation drills, training on equipment, visits by the Fire Brigade, servicing records for smoke detectors, fire alarms, extinguishing equipment, emergency lighting etc.

*Policy Document:*

- *Fire Safety Policy (Clive Farmer)*

*Supporting Documents:*

- *Fire & Emergency Evacuation Plan (Clive Farmer)*
- *Fire Risk Assessment Napier Miles (Clive Farmer)*
- *Fire Risk Assessment KWC Shirehampton (Clive Farmer)*
- *Fire Risk Assessment KWC Brightstowe (Clive Farmer)*

### **3.43 Crisis and Emergency Management**

The Senior Leadership Team led by the Executive Head will act as a Crisis Management Team to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis by the Senior Leadership Team and after the practice emergency exercise, if deficiencies are found immediate corrections are made.

*Policy document:*

- *Service Continuity Policy and Procedures (Ellie Maby)*

## **Section 4 - MONITORING AND REVIEW**

### **3.44 Monitoring**

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

The School Health and Safety Action Plan (SH&SAP) is updated and presented to the CYPS Directorate 2nd Safety Coordinator (2TSC) at dates set by the CYPS Directorate. It will be monitored and used to inform the CYPS Directorate Health and Safety Consultative Committee and provide an executive summary report for the CYPS Directorate Second tier Safety Coordinator and Management Team.

The SH&SAP, when completed, should contain details of all Health & Safety issues being managed in the School and can therefore act as an effective agenda for the School's Workplace Safety Committee.

Kingsweston School uses the BCC system for reporting incidents and a summary report is presented to the

Governing Body.

There are systems in place within the school which ensure that the following monitoring is also carried out:

- Termly inspections of the premises (all curriculum / work areas and general areas)
- Monitoring of contractor operations under the school's control
- Routine checks on equipment and electrical. Gas, mechanical and other services

### **3.45 Inspections**

Regular safety inspections are undertaken by the site team and managed by the Estates & Facilities Manager. The appointed Governor with HS&W responsibilities undertakes an inspection prior to each Workplace Safety Committee meeting. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.

### **3.46 Review**

The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.

### **3.47 Auditing**

The core audit document is the Corporate Health and Safety Management System (CHaSMS) which is in two parts, the first part is a simple table checklist, listing the actions, procedures and arrangements etc that are required by the school; the second part is the guidance notes prepared by the Corporate Health and Safety Team to accompany the School Health and Safety Action Plan (SH&SAP).

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. Kingsweston School is a member of The National Safety Certification Scheme for Schools, known as SafetyMARK.

The SafetyMARK scheme aims to provide guidance for schools and to recognise and reward those schools that have gone the extra mile to create a safe environment for staff, pupils, visitors and contractors. After a rigorous independent audit the school was able to demonstrate that it has first class levels of safety management and compliance and, in doing so, has achieved the SafetyMARK award for excellence.

## ***Section 5 - TRAINING***

### **3.48 Staff Health and Safety Training/Competence**

The school considers health and safety competence requirements as an integral part of:

- Recruitment and Selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers
- Performance management
- Procedures when employees fail to perform on health and safety.

The school is committed to ensuring that staff are competent to undertake the roles expected of them. Training is required by all staff, however, the level and type of training required will vary greatly dependent upon the individual's role and level of responsibility. The school's Health & Safety Training Procedures and Guidance document ensures that there is a process whereby all health and safety related training is consistently identified, delivered and recorded.

The person responsible for drawing to the attention of all employees' health and safety matters as part of their induction is:

Vacancy – Induction Lead

Vacancy – Department induction co-ordinator (Napier Miles)

## Vacancy – Department induction co-ordinator (Brightstowe)

The school follows a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Executive Head, account is taken of the results of health and safety monitoring, Ofsted reports and self-evaluation forms. Where these show areas that need development, health and safety is included as a specific objective under Leadership.

Jo Hill and Clive Farmer are responsible for the overall monitoring and evaluation of the school's 'Health & Safety Training Procedures and Guidance document', and will produce an annual report to the Workplace Safety Committee.

### *Supporting documents:*

- *Health & Safety Training Procedures and Guidance (Neil Galloway/Jo Hill/Ellie Maby/Clive Farmer)*
- *H&S Training Matrix (Neil Galloway/Jo Hill/Ellie Maby/Clive Farmer)*

### **3.49 Supply Teachers**

The school's expectations are made clear to the Supply Teacher through the provision of 'Guidelines for Supply Staff Handbook. Teachers on supply are in addition given a copy of the Health & Safety Information for Visitors & Contractors leaflet, Fire & Emergency Evacuation Plan, and Safeguarding leaflet. The Assistant Head is responsible for liaising with the Supply Teacher on general school organisation and routines pertinent to their department.

### *Supporting documents:*

- *Teacher and TA Cover Procedures (Ellie Maby)*

## **Section 6 - HEALTH AND WELLBEING**

### **3.50 Pregnant Members of Staff**

Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.

### **3.51 Health and Well Being Including Absence Management**

The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.

### *Policy documents:*

- *Leave of Absence Policy (Ellie Maby)*
- *Managing Change Policy (Ellie Maby)*
- *Stress Policy (Ellie Maby)*
- *Working Arrangements Policy (Ellie Maby)*

### *Supporting documents:*

- *Sickness Absence Procedures (Ellie Maby)*

### **3.52 Smoking on Site**

The Governing Body has prohibited smoking of tobacco products and e-cigarettes on all its Kingsweston School sites, and in vehicles under its control.

## **Section 7 - ENVIRONMENTAL MANAGEMENT**

### **3.53 Environmental Compliance**

The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.

The person responsible for ensuring that the school meets its waste management objectives is Clive Farmer.

### **3.54 Disposal of Waste**

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner:

The person responsible for IT equipment to be disposed of is Brian Sacks.

The person responsible for all clinical and hazardous waste is Clive Farmer.

## ***Section 8 - CATERING AND FOOD HYGIENE***

### **3.55 Catering and Food Hygiene**

Eden Foods have in place a food hygiene management system and competent health and safety advice. All contractors are registered with BCC. The person responsible for overseeing the Catering contract at Kingsweston School is Ellie Maby.

## ***Section 9 – HEALTH AND SAFETY ADVICE***

### **3.56 Information**

All staff have access to 'the Source', a Bristol City Council website providing health, safety and welfare advice, which includes telephone contact information.

The school is a member of SafetyMark Scheme, and has access to the 'In House' information pages.