



KENSINGTON WADE

Health and Safety Policy

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1. Statement

This Policy reflects the commitment to Health & Safety by Kensington Wade School. The School recognises and accepts responsibilities under the Health & Safety at Work Act (HASAW) 1974 and, so far as is reasonably practicable, will take all reasonably practicable steps to provide safe places of work, safe equipment and safe working practices for pupils, staff and visitors to the School.

A printed copy of this policy is located in the school office. This policy, and health & safety standards in the School, will be reviewed annually by the Head, the Executive Board, and when there is a material change to the School's organisation, or a change to relevant legislation. The Health & Safety policy covers all areas of the school, including relevant Early Years Foundation Stage activities.

2. Relevant Policies/Procedures

Safer Recruitment, Managing Allegations against Staff and Whistleblowing, E-safety, Code of Conduct for all Staff, Behaviour Policy, ICT Code of Conduct, COVID-19, Fire, Health and Safety, Critical Incident, Risk Assessment, EYFS Registers and Attendance and Child Missing from Education, Rewards and Sanctions, Intimate and Personal Care, Use of Force to Control or Restrain Pupils, Data Protection, Educational Visits, First Aid

3. Aims and Objectives

The policy and procedures for Health & Safety at Kensington Wade have been put in place in order to:

- Ensure safe working and learning in compliance with legislation including the Health and Safety at Work Act (HASAW) 1974, RIDDOR and COSHH.
- Maintain a systematic approach to risk assessment and control.
- Promote a positive health and safety culture for staff, visitors and pupils.
The procedures and arrangements for Health & Safety at school are detailed in the School Handbook have been put in place to assist those responsible to:
- Establish and maintain reasonably safe systems of work in a safe and healthy environment throughout the School, ensuring it is a safe and healthy place to learn and to work, has adequate welfare facilities, operates with safe working practices, allows safe access and egress to the School and undergoes reasonably safe levels of site, buildings, layout and work equipment maintenance.
- Ensure safety and absence of risk to health when using, handling, storing and transporting articles, substances and electricity at work or involved in lone working activity.
- Ensure sufficient information, instruction and supervision to enable all visitors, staff and pupils to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate Health & Safety training, including the teaching of safety within the curriculum where appropriate.
- Formulate procedures to be used if there is a fire or other emergency and for evacuation of the School.

- Provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported and recorded, encourage and promote accurate and prompt reporting using the system, and procedures are in place for subsequent accident investigation. Provide, maintain and ensure the use of appropriate protective clothing and equipment in accordance with the Personal Protective Equipment Regulations 1992.
- Comply with legal requirements, codes of practice and safe working procedures and actively discourage violation of safety rules, regulations and unsafe practices by the application of appropriate disciplinary procedures.
- Promote a safety culture within the School that positively promotes and encourages safe working by all employees in all aspects of the School's work, including the encouragement of discussion and communication between all staff on Health & Safety matters and the provision of a formal Health & Safety committee for this purpose.
- Consider at the tendering, planning and contract stages, for any works means of eliminating/reducing the risk of injury and or damage and liaise with contractors commissioned by the School to ensure so far as is reasonably practicable, they carry out their duties and responsibilities for Health & Safety.

4. Organisation and Responsibilities

The Executive Board

It is the responsibility of the Executive Board to:

1. Ensure that the School has policies and procedures for Health and Safety that ensure safe practice in compliance with legislation including the Health and Safety at Work Act (HASAW) 1974, RIDDOR and COSHH.
2. Ensure that the School's strategy and management of staff, contractors and consultants is compliant with safe health and safety practice.
3. Review all aspects of Health and Safety with the Head of School as part of the Annual School Review
4. Review the Health and Safety policies, procedures and practice at least once a term.

The Head of School

It is the responsibility of the Head of School to:

1. Ensure the health, safety and welfare of the staff, pupils and visitors to the school, including EYFS, and in respect of all activities carried out both on and off school premises, where these are arranged under the auspices of the school.
2. Create, implement, monitor and review the School's Health & Safety Policies and Procedures.
3. Ensure that the School's Health & Safety Policies and Procedures are implemented in the school.
4. Liaise regularly with Melcombe Primary School who have overall responsibility for the safety of the school site to make sure that Health and Safety building requirements are in place and monitored.
5. Ensure that all relevant staff complete comprehensive risk assessments for activities, educational visits and areas and review these annually (or when required).
6. Ensure that all staff have read and understood the Health and Safety Policy and procedures and are aware of their responsibility and accountability.
7. Ensure that the Executive Board, staff and pupils receive appropriate health and safety training which is refreshed on a regular basis including: emergency procedures, first aid arrangements, accident reporting, fire safety, personal safety including lone working, hazard spotting and defect reporting, risk assessment, manual handling, use of specialist equipment including personal protective equipment, use of hazardous chemicals, and keeping appropriate records.
8. Investigate all accidents that occur in the school, or as a result of school activities, and ensuring measures are implemented to prevent, where possible, incidents reoccurring.
9. Ensure that all accidents and significant near misses that occur in the school, or as a result of school activities are recorded in line with the school's Accident / Incident Reporting procedures.
10. Ensure that health and safety is a standing item on all school/Early Years/Executive Board meetings.

11. Encourage the prevention of injuries and occupational illness in the management of the well-being of School employees.
12. Oversee the provision of resources to maintain safe practice
13. Oversee the appointment of roles and teams to ensure safe Health and Safety practice.

Melcombe Primary School (MPS)

Melcombe Primary School is responsible for ensuring regular and compliant **maintenance** (and, where necessary, examination and testing) of plant and equipment including:

- Fire risk assessment of whole building
- Fire alarms
- Legionella risk assessment
- Water hygiene
- Asbestos management
- Intruder alarm
- Electrical instillation and monitoring
- PAT testing
- Catering equipment
- Playground and static play equipment
- Lighting
- Air handling units
- A/C maintenance
- Pest control
- Boilers
- Gas safety (Kitchen)
- Building Management Systems

MPS is responsible for the management and monitoring of lettings and contractors.

The Staff

It is the responsibility of all staff (teachers, teaching assistants, peripatetic staff, staff who work in the school occasionally, and other support staff) to:

1. To take reasonable care of their own Health & Safety and reasonable care of the Health & Safety of other people.
2. To co-operate with their employer in order that they can fulfil their duties.
3. Not to interfere or misuse anything provided for Health & Safety.
4. Be familiar with, implement and promote the school's Health and Safety 'rules' and procedures.
5. Spot hazards, e.g. slipping and tripping hazards, damaged or defective equipment, and take appropriate action to prevent accidents, e.g. by remedying defects or making the area or equipment safe and reporting the hazard to the person who can arrange for it to be repaired/replaced.
6. Report all significant accidents, incidents, near misses and damage to the Head and identify measures needed to carry out work safely if deficiencies are identified.
7. Report breaches of Health & Safety regulations.
8. Take reasonable care of their own health & safety and anyone else in their care, particularly pupils, who may be affected by their acts or omissions.
9. Co-operate with other members of staff to ensure good standards of Health & Safety are maintained, and departmental activities do not put anyone at an unacceptable risk of injury, harm or ill health.
10. Make sure that all work is carried out in a safe way and in accordance with Health & Safety guidelines, including the comprehensive completion of risk assessments.
11. Support the school's culture of safe practice and offer any advice and suggestions that may improve Health and Safety.
12. Be familiar with the guidance in the Staff Handbook and the procedures for fire fighting equipment, alarm points and escape routes and action to take if someone requires first aid assistance.

Pupils

It is the responsibility of the pupils to:

1. Take reasonable care of their own Health & Safety and reasonable care of the Health & Safety of others.
2. Not interfere or misuse anything provided for Health & Safety.
3. Be familiar with, promote and follow the school's Health & Safety 'rules' and procedures.
4. Spot hazards, e.g. slipping and tripping hazards, damaged or defective equipment, and take appropriate action to prevent accidents by reporting the hazard to a member of staff.
5. Report all significant accidents, incidents, near misses and damage to a member of staff.
6. Take reasonable care of their own Health & Safety.
7. Support the school's culture of safe practice.

5. Arrangements to Establish and Review Health and Safety Policy and Practice

School Health & Safety Committee

The school's Health & Safety Committee meets once each term and follows a standard agenda to review policy, procedures and practice. The committee members are: Head of School, Deputy Heads, Head of Admissions, Principal, Chief Executive Officer and Governor with Responsibility for Health and Safety. Prior to each School Health & Safety Committee meeting, members will consult with other staff, raise any relevant issues at the meeting and report back to the staff and MPS.

Staff Meetings

Health and Safety is a standing item on the weekly whole school, and Early Years staff meetings.

Executive Board Meeting

Health & Safety is a standing item on the weekly Executive Board's meeting. Policy, practice and procedures are reviewed annually at the School's Annual Review in May.

External Review

PAT testing occurs annually in April. The last test was 3rd April 2023 by Digital Test Services Ltd.

MPS conducts Health & Safety assessments as stated in their Health and Safety monitoring chart.

Airnite conducts a full fire risk assessment of Melcombe Primary annually and extends to Kensington Wade.

The Head may also consult with staff, pupils, the Executive Board, governors and consultants at other times, e.g., on changes in policy and procedure, raise any relevant issues and report back to staff.

Induction and Training

All staff are given annual refresher Health & Safety training before the start of each academic year.

Health and Safety training is part of the induction process for new staff.

Staff and the Executive Board are asked to complete Educare online courses in Health & Safety and compliance at the point of induction. A register of these is recorded with HR. Specific training is given to designated fire officers/marshals.

All school staff receive appropriate First Aid training.

Children receive relevant Health & Safety training at the start of each academic year and are involved in appropriate risk assessments such as the use of new playground equipment.

All the children in the school receive First Aid Training every 3 years. The last training was Spring 2022.

Reporting

All staff must report concerns immediately. This can be done either via email to the school office or through the weekly staff meetings. If a 'near miss' occurs where an accident was avoided but should be noted, staff request a near miss template to complete from the office.

Risk Assessments

The School recognises that risk assessments are one of the keystones of good Health & Safety management which can make a significant contribution to promoting the welfare and reducing Health & Safety risks to employees, pupils, visitors and others who may be affected by the way in which the school operates. Risk assessments are completed with regard to the Health and Safety at Work Act (HASAW) 1974, RIDDOR and COSHH.

Systematic approach to risk assessment

Risks assessments are completed for all potentially hazardous activities and situations and these are regularly reviewed individually and at management level. The School maintains a Risk Assessment Register. All issues concerning Health & Safety are to be reported immediately to the Head or, in her absence, the Deputy Heads. Where relevant, issues are also reported to Melcombe Primary School who manage the site. In all cases action is required to implement controls necessary to reduce the risks to an acceptable level following the principles of prevention: eliminate the hazard at source, reduce the hazard, prevent contact with the hazard, implement safe systems of work, and employ personal protective equipment.

Risk assessments are retained electronically, but paper copies can also be made available, e.g. in the school office, or to take off-site, e.g. on an educational visit. Risk assessments are listed on the register which includes the following information

- Name of risk assessment,
- Date of completion / last review,
- Name of person who completed / last reviewed RA,
- Date RA is next due for updating,
- Where RA is stored (soft or hard copy)

Each member of staff should have easy access to a copy of the register so they know where to find the risk assessments. Where a non-compliance has been identified, an Action Plan with clear deadlines must be agreed to resolve it and a designated person given responsibility for ensuring it is completed. In all cases, advice from a competent person/body such as the Head, local authority, fire service must be actioned.

Manual handling

The 5 P's or 5 Manual Handling Principles to avoid injury that we refer to are summarised as follows;

- Plan – plan your lift adequately.
- Position – centre the body & feet correctly.
- Pick – lift item using good posture.
- Proceed – move toward desired location.
- Place – set object down safely.

Working at height

Safety Rules for Working at Height: Locate airbags as close as possible to the working area. Allow adequate clearance for safety nets and harnesses. Choose collective protection that safeguards multiple people before issuing personal protective measures.

Monitoring of lettings and contractors

MPS is responsible for the management and monitoring of lettings and contractors.

6. Duty of Compliance

Any member of staff who fails to observe the requirements of any part of this Policy will be the subject of disciplinary proceedings in accordance with their contract of Employment. (For more details about what this would involve, please refer to the Disciplinary Policy.)

7. Broader Understanding

This policy should be read in conjunction with the Risk Assessment Policy and Safer Recruitment Policy.

Head of School: September 2024

Reviewed and passed by Health and Safety Committee:

September 2024

Next review September 2025