

 Kingsmead	POLICY TITLE:	Health & Safety
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:	Business Manager Site & Buildings	
Date Approved by Governing Body:	November 2016	
Date of Last Review:	Summer 2015	
Next Review Due:	Autumn 2018	
Associated Policies:	Litter Lone Working	

1. THE GOVERNORS OF: Kingsmead School will:
 - 1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
 - 1.2 Seek improvement to working conditions according to priorities within existing resources.
 - 1.3 Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
 - 1.4 Ensure that Risk Assessments are carried out within the school using an identified method for recording (e.g. EEC Safety Suite) and to review as appropriate.
 - 1.5 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
 - 1.6 Ensure that staff can access training to ensure their competence for their tasks.
 - 1.7 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers.
Ensure that volunteers receive adequate instruction and supervision to work safely.

- 1.8 Report all incidents/accidents by following the procedure contained within the Incident Reporting (IR1) Guide and ensure appropriate follow up action has been carried out.
- 1.9 Review on a termly basis, all accidents and incidents reported to identify trends.
- 1.10 Consult with the student voice and inform students of their responsibilities for Health and Safety.
- 1.11 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 Schools can be organised in a variety of ways, i.e., on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. The key members are responsible for seeing that in their Area of responsibility/Department staff follow the school's policy, and in particular in respect of:
 - 2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.
 - 2.1.2 Selection of equipment suitable for its purpose, and ensuring that it is properly used.
 - 2.1.3 Identifying and securing the training needs of members of their Area/Department
 - 2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used.
- 2.2 The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
 - 2.2.1 Health and Safety is a standing item on the Site & Buildings Governors agenda
- 2.3 The Governors will monitor safety performance within the school against the standards of Somerset County Council and provide an annual summary of their findings. With regard to premises issues this will include a check of the school buildings. The Governors have appointed the following Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention – Sarah Lawrence

- 2.4 An external audit and assistance on health and safety issues is provided by The County Health and Safety Unit, Somerset County Council. The audit should be carried out annually
- 2.5 Active monitoring is carried out on a regular basis by the Business Manager and premises staff

3. Appointment of Appropriate Persons

Kingsmead School has appointed appropriate persons for their delegated areas of responsibility within the school (see Table A for details). They will ensure that new staff have the necessary skills and qualifications on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

4. Guidance for Schools

The following guidance, produced by the Council, is available for schools to use for their own standards:

- [Guidance for Schools Volume 4](#)
- [Outdoor Education and External Visits Website](#)

4.1 The Governors adopt the standards of the following publications, which are endorsed by Somerset County Council as standards for its schools:

- Safe Practice in Physical Education, published by BAALPE - 2005 Edition
- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007
- Health and Safety of Pupils on Educational Visits: published by DCSF 1998
- Guidance on First Aid for Schools: published by DCSF
- Supporting Pupils with Medical Needs: published by DCSF

The School has established its own policies on:

- Litter
- Lone Working

TABLE A

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Kingsmead School

Headteacher Mark Griffin

Delegated Senior Manager: Liz Pow

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Incident Report Form (IR1) EEC Safety Suite. Reporting Incidents	Liz Pow Gloria Hamlet Helen Cobb
EMERGENCY PROCEDURES:		
Critical/Major Incidents	Critical Incidents in Schools	Mark Griffin
Emergency Procedures	School Closures	Mark Griffin
Updating your Contingency Plan	Dealing with Major Incidents Major Incidents Out of Hours	Mark Griffin
EXTERNAL VISITS:		
External Visit Co-ordinator & Administrator	Outdoor Education and External Visits Website EEC Safety Suite>External Visits Management	Julie Elmy Sarah Bamford
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Site Staff
Infection Control	Health Protection Agency Guidance	Site Staff
Medicines in school	Guidance for Schools: Volume 4	Helen Cobb
New and Expectant Mothers	H & S Policy Manual - HS017	Liz Pow
Pupils with medical needs	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629	Andy Dunnett Mo Colley

RISK ASSESSMENTS:		
Computer Use	DSE Assessment Form , Managers Guide, User Guide and also training course and descriptions	Liz Pow Paul Hopkins
COSHH	H & S Policy Manual Hazardous substances COSHH Assessment Form (F08)	Mark Norman
First Aid	H & S Policy Manual	Helen Cobb & Office Staff
SITES AND BUILDINGS:		
Asbestos	Asbestos Register - in School	Liz Pow
Construction Work/ Contractors on School Site	Corporate Property Standards and Guidance - School Building Projects www.six.somerset.gov.uk/sixv3/content_view.asp?did=13775	Liz Pow
Electrical Safety <input type="checkbox"/> Portable Appliance Testing	Guidance for Schools: Volume 4	Liz Pow
Fire Safety <input type="checkbox"/> Arson Prevention	H & S Policy Manual	Liz Pow Liz Pow/ Site Staff
Gas Appliances • Boilers • Kitchen	Checks contracted out to registered companies	Liz Pow Mark Norman
Equipment Maintenance • Lifting Equipment • PE Equipment • CDT Equipment • LEV	Checks contracted out to registered companies	Liz Pow
Minibus Safety	Guidance for Schools: Volume 4	Tony Mather

ESTABLISHMENT Kingsmead School

Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location (E.g. office, web address)
Health & Safety Policy	School Website
Other Related Policies	School Website

Document Prepared by _____ (Signature)

(Print Name)

Title: _____
(eg Headteacher/Governor)

Date: _____

The monitoring/review arrangements in place are summarised below:

<p>External Monitoring</p> <p>Health & Safety Audit Accident/Incident Report Safety Representation Reports (Recognised Trade Union/Professional Association) Property Services Report – Capital Support Fire Risk Assessment Legionella Risk Assessment</p> <p>Internal Monitoring</p> <p>SLT – termly agenda item Governors Site and Building Sub Committee standing agenda item at every meeting</p>
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