

	POLICY TITLE:	Health & Safety
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:		Business Manager Site & Buildings
Date Approved by Governing Body:		October 2018
Date of Last Review:		Term 1 2018/19
Next Review Due:		Term 1 2019/20
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 EEC Guidance 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 Leadership 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 Assistance on health and safety issues is provided by Educating Safely LLP as the competent person required by Regulation 7 of the Management of Health and Safety at Work Regulations, 1999. An external audit of health and safety issues is carried out annually by Educating Safely LLP.

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**

Health and Safety guidance specific to Somerset schools, including Outdoor Education and External Visits has been produced by Somerset County Council and is available for the Academy to consult in preparing their own standards. Links can be found at:

<http://extranet.somerset.gov.uk/health-and-safety/>

All other H&S policies and guidance produced by Somerset County Council may be used or applied by the Academy as and where appropriate and can be found at:

<http://extranet.somerset.gov.uk/health-and-safety/policies-forms/>

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

- Safe Practice in Physical Education and Sport, published by the Association for PE (AfPE) - 2012 Edition
- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007 link: http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlineversion.pdf
- Health and Safety of Pupils on Educational Visits: link: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- Guidance on First Aid for Schools: published by Department for Education, 2014; link: <https://www.gov.uk/government/publications/first-aid-in-schools>
- Supporting Pupils with Medical Needs: published by Department for Education, 2014; link: <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

The School has established its own policies on:

- Litter
- Lone Working

The governing body reviews this policy every two years. The governors may however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

TABLE A

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Kingsmead School

Headteacher Mark Williams

Delegated Senior Manager: Liz Pow

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	EEC Safety Suite Accident Reporting Module	Liz Pow Julia Mansell Laura Smalldon
EMERGENCY PROCEDURES:		
Critical/Major Incidents	Critical Incidents Policy held in office and at homes of headteacher and Chair of Governors	Mark Williams
Emergency Procedures	School closures https://slp.somerset.org.uk/school closure buttons.aspx	Mark Williams
Updating your Contingency Plan	Dealing with major incidents. Guidance in the "Burgundy Pack" link at: http://extranet.somerset.gov.uk/health-and-safety/	Mark Williams
EXTERNAL VISITS:		
External Visit Co-ordinator & Administrator	Outdoor Education and External Visits website https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx EEC Safety Suite>External Visits Management	Bernie Lewis Macyla Higgins
MEDICAL:		
Hygiene and Infection Control	Health Protection Agency guidance http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374	Site Staff
Infection Control	Health Protection Agency Guidance	Site Staff
Medicines in school	Managing medicines in school https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3	Laura Smalldon

New and Expectant Mothers	HS017 http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Liz Pow
Pupils with medical needs	https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3	Andy Dunnett/ Mo Colley

RISK ASSESSMENTS:

Computer Use	DSE Assessment, Manager and Users Guides etc. HS030 http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Liz Pow Paul Hopkins
COSHH	Hazardous substances HS008 http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Mark Norman
First Aid	First Aid HS012 http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Laura Smalldon & Office Staff

SITES AND BUILDINGS:

Asbestos	Asbestos Register - in School	Liz Pow
Construction Work/ Contractors on School Site	HS032 and HS034 http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Liz Pow
Electrical Safety <input type="checkbox"/> Portable Appliance Testing	Electrical safety http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Liz Pow
Fire Safety <input type="checkbox"/> Arson Prevention	HS010 http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	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

Driving school minibuses	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/494266/Driving_school_minibuses_and_advice_for_schools_and_local_authorities.pdf	
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TABLE B

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: E.Pow (Signature)

(Print Name) Liz Pow

Title: Business Manager

Date: 08/10/2018

TABLE C

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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