

KIRKHAM GRAMMAR SCHOOL

POLICY DOCUMENT

HEALTH AND SAFETY

This is a whole-school policy and is applicable to Kirkham Grammar Senior School (KGS) and Kirkham Grammar Junior, Infant and Pre-School (KGJS).

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This policy is based upon the acknowledgement and acceptance of obligations under the Health and Safety at Work Act 1974 and all other regulations and amendments since that time. The importance of Health and Safety in the successful operation of Kirkham Grammar School (KGS) is recognised. All staff are expected to actively participate in achieving the highest practicable standard of health and safety.

Activities should be conducted with due regard to statutory requirements, and safeguards must be put in place to protect staff, pupils, contractors, visitors and the general public against risks to their health and safety.

The arrangements and procedures for the implementation of health and safety have been designed to satisfy the particular needs of the school and to ensure observation of health and safety regulations and approved codes of practice. This policy should be read in conjunction with the following KGS school policies: Educational Off Site Visits; First Aid; Fire; Security, Access Control, Workplace Safety, Lone Working, Stress Management and Safeguarding.

Responsibility for health and safety throughout the school is delegated via the Headmaster although the overall responsibility for compliance rests with the Board of Governors.

HEALTH AND SAFETY COMMITTEE

The school's Health and Safety Committee meets near to the beginning of every term and comprises:

The Headmaster	The Junior School Health & Safety Officer
The Senior Deputy Head	The Governors' Representative
The Deputy Head (Operations)	The Boarding Housemaster
The Headmistress of the Junior School	The Catering Manager
The Bursar	The Head of Girls' Sport
The Domestic Bursar	The Head of Boys' Sport
The Health & Safety Officer	The EVC
A Laboratory Technician	The SSI
A Surgery Manager	The Site Facilities Manager
The Design Technology Technician	

Terms of reference:

- To monitor the implementation of the Health and Safety Policy and procedures throughout the school.
- To review, and when necessary update, the Health and Safety Policy and procedures on a regular basis or when situations occur which have significant implications on matters to do with health and safety.
- Following Health and Safety Committee meetings, to communicate health and safety information to the appropriate people.
- To review the circumstances behind all reportable accidents and significant near misses and to make appropriate recommendations on measures to be taken to reduce the likelihood of re-occurrence.
- To review the significant findings of any health and safety inspections or audits carried out.

OVERALL STRUCTURE

The Headmaster is responsible for the overall implementation and management of health, safety and welfare within the school. Additionally, all staff (both teaching and non-teaching) have general responsibilities under the Health and Safety at Work Act 1974, in that:

It is the duty of the staff while at work:

- To take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work; and
- Regarding any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with such persons so far as is necessary to enable that duty or requirement to be performed or complied with.

Furthermore, no member of staff may intentionally or recklessly interfere with or misuse anything provided in the interests of their health, safety or welfare.

These duties are imposed on staff at all levels, regardless of seniority. More detailed responsibilities are set out on the following pages.

HEADMASTER

The Headmaster has overall responsibility for the implementation of the Kirkham Grammar School Health and Safety Policy.

This means that:

- Appropriate resources are made available for health and safety and that those resources are adequate to enable the school to fulfill its statutory health and safety obligations.
- Health and safety awareness is encouraged and maintained at all levels; this will be achieved in many ways including through the provision of information, instruction, training, effective supervision, agenda item on staff meetings and termly health and safety meetings.

- Health and safety legislative changes and amendments are monitored in relation to the school's activities. Access to this information will be ensured through a variety of ways including through information supplied by equipment/substance suppliers.
- The dangers of health and safety complacency are minimised by encouraging an atmosphere of continuous improvement and accident prevention throughout all areas of responsibility.

TEACHING AND NON-TEACHING STAFF WITH SPECIFIC RESONSIBILITIES

Heads of Department, the Deputy Head (Operations), the Caretakers, the Groundsmen, the Domestic Bursar and Site Facilities Manager are individually and collectively responsible for ensuring that this policy is complied with within their areas of responsibility.

This means that:

- Health and safety awareness is encouraged and maintained within specific areas of responsibility; this should be achieved by personal example and through the provision of information, instruction, training and through effective supervision of staff. This is supported by guideline booklets published by the Health and Safety Officer and pertaining to:

Heads of Departments

Head of Art

Head of Design Technology

Heads of Sciences

Boarding Housemaster

Laboratory Technicians

Bursarial Department (Caretakers, Catering Staff, Cleaners)

Health and Safety Officer

Classroom Teachers

- Written risk assessments must be produced by a competent person.
- Health and safety is given the utmost consideration when dealing with cleaning work, maintenance work, contractors' work and security.
- The Headmaster is made aware of any health or safety related issue which cannot be resolved locally, or if any staff are injured or become ill to the extent that the effects of that injury or illness require a report to be made of the details to the enforcing authorities.
- Normal communication channels should be used wherever possible but if (for whatever reason) these channels are not open the Headmaster should be contacted directly and without hesitation.
- The Health and Safety Officer will produce an Annual Report to Governors.

Class teachers timetabled to be in charge of classes are required to:

- Co-operate and participate in the implementation of the Safety Policy and with any other procedure or instruction designed to help protect their own health and safety, the health and safety of members of the public and the health and safety of those under the teacher's direct control.

- Ensure work is carried out in a safe manner by adopting safe and sensible systems of work.
- Report all accidents, damage or dangerous occurrences, which have the potential to cause injury.
- Use normal communication channels to raise health and safety concerns wherever possible, but if (for whatever reason) these channels are not open the Headmaster should be contacted directly and without hesitation.

PUPILS

Pupils are informed or reminded about health and safety issues in a number of ways:

- Urgent announcements are made via assemblies, iSAMS, form teachers, noticeboards and school signage.
- Issues are raised as an agenda item during the termly 'Pupils' Voice'/School Council (KGJS) Forums.
- Guidelines are published in the school planners used by pupils in the 1st to 5th Years.
- Induction for 1st Years into the school (and into other years also) covers fire drills, first aid, illness and the School Surgery. At KGJS, class teachers take responsibility for this.
- Fire drills for the whole school are held at least once per term.
- Pupils are encouraged to report any health and safety concerns to a member of staff or at school reception/KGJS School Office.
- A wide range of issues related to health and safety are covered by the PSHE and enrichment sessions built into the school curriculum, through the teaching and learning in other subject areas and through the training associated with CCF / D of E and other activities.

RISK ASSESSMENT

Risk assessments should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to clarification and documenting of protocols and procedures that are often already in place, following best practice and relevant industry standards where applicable. Risk assessments can also assist in the identification of requirements for levels of instruction, information, training and supervision that may be required for the activity.

All employees are responsible for assisting with and participating in the process of risk assessment.

The risk assessment process can be broken down into 5 steps:

- Step 1 Identify the hazard;
- Step 2 Decide who or what might be harmed and how;
- Step 3 Evaluate the risks and decide on precautions;

- Step 4 Record significant findings and implement them;
- Step 5 Review the assessment and update if necessary.

To conclude, the significant findings that should be recorded include a detailed statement of the hazards and risks, the preventative, protective or control measures in place; and any further measures to reduce the risks present.

Risk Assessments and associated documents must be kept for a minimum period of three years from the date which they are superseded as they may be required in the event of a litigation claim for compensation (note that claims for compensation can, generally be made up to 3 years from the date of the incident occurring). It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, in order to trace exposure to substances which are known to have ill health effects, eg asbestos.

The school will provide appropriate risk assessment training for staff as necessary, as identified through their line manager.

A SUMMARY OF THE HEALTH AND SAFETY REGULATIONS

Further information can be obtained from the Health and Safety Officer.

ACCESS AND EGRESS

General Statement

KGS is committed to providing a safe place of work and a safe means of access and egress to and from that place of work.

In particular, the school will ensure that articles or substances do not impede safe access and egress at the workplace and that objects which may restrict safe movement within the workplace are removed immediately. Any hazard causing slips, trips or falls must be reported immediately using the standard procedure.

Staff are encouraged to report any situation where safe access and egress is restricted or obstructed and arrange for the appropriate remedial action to be taken immediately.

ACCIDENT AND NEAR-MISS REPORTING

General Statement

This policy outlines the procedures, which are to be adopted when any pupil, employee, visitor, member of the public or contractor experiences an accident, near miss or dangerous occurrence on the school's premises.

The Accident File

All accidents must be recorded on the Accident Forms. These will be periodically reviewed in order to identify the number and type of accidents, which have occurred. All near misses must also be reported as soon as possible so that action can be taken to investigate the causes and to prevent recurrence. The Accident file is kept in the Surgery with a copy held by the Health and Safety Officer, and at KGJS in the accident log book in the School Office. The blank forms for completion when an accident occurs are kept in the Staff Common Room (KGJS Staff Room).

Accident Reporting Procedure - Visitors/Members of the Public/Contractors

Any non-employee who has or becomes involved in an accident or near-miss whilst on the premises should report the accident immediately to the person responsible for his/her presence on site. If the contact person is not available, the visitor/contractor should inform a responsible person to ensure that the relevant information is passed on and recorded.

The recording and reporting of accidents to staff, pupils and visitors, including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995, must take place.

Injuries/Illness for KGJS Pupils

Staff members are always available to assess injuries and illnesses and to administer minor first aid. Parents/carers will be contacted, if deemed necessary (always in the case of head injuries). If the staff member feels that the injury or illness requires further medical attention the Surgery Manager will be contacted. Every attempt will be made to contact the pupil's parent/carer; with a letter sent home via the pupil on the same day as the injury at KGJS.

SAFE BEHAVIOUR AND SCHOOL CODE OF CONDUCT

The school is concerned with ensuring the good health and safety of its members both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Substance misuse can be a great risk to personal and whole school health and safety, and the school takes its policy against drugs and alcohol very seriously.

i) Drugs and Alcohol

KGS is committed to providing a safe and healthy working environment and it is recognised that this may be put at risk by those who misuse alcohol or drugs to such an extent that it affects their health, performance, conduct and relationship with colleagues at work.

This policy, which applies to all staff, aims to:

- Promote the health and well-being of all staff and to minimise problems at work arising from the effects of alcohol or drugs.
- Identify staff with possible problems relating to the effects of alcohol or drugs at an early stage.
- Offer staff known to have alcohol or drug-related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

Any employee whose over-indulgence of alcohol on one or more occasions is believed to put himself/herself or others at an increased risk of accident or injury will be deemed to be in direct contravention of his/her terms and conditions of employment and will be subject to disciplinary procedures in accordance with the Disciplinary Policy.

ii) Challenging Behaviour

Abusive or challenging behaviour is a great risk to personal and whole school health and safety and the school will not tolerate abusive behaviour by pupils, staff, or visitors to the

school. This includes parents/carers. Guidelines for dealing with challenging behaviour, regulating off-site behaviour, exclusions, and bullying are laid out in our behaviour and exclusions policies.

CATERING AND VENDING

General Statement

It is the policy of the school to ensure that all staff have reasonable access to food and drink during working hours and that a supply of drinking water can be obtained at all times.

The hazards associated with food hygiene (such as food contamination by harmful bacteria) will be given due regard and the school will exercise all reasonable precautions and due diligence in maintaining the highest hygiene standards in dining halls and rest areas.

CONTRACTORS

General Statement

As site occupiers the school will plan, co-ordinate, control and monitor the activities of Contract Companies to effectively minimise the risks presented to staff, other persons on the site and the public.

In particular:

- Only Contractors who have proved themselves able to discharge their primary responsibility - to safeguard their staff and other persons who may be affected by their undertakings - will be employed.
- An approved list of Contractors will be maintained. The list will be controlled by the Domestic Bursar and will be periodically reviewed. Sanctions will be applied to Contractors as a result of poor health and safety performance including written warnings, suspension, financial penalties and removal from the approved list.
- On-site vehicle movements must be coordinated to minimise risk to pupils, employees and visitors to school. Vehicles that come on to the rear of the school site during the normal working day will be escorted by an appropriate person on foot at the front of the vehicle. This does not apply to KGS vehicles. Drivers will be informed of and, if necessary, assisted with this requirement when they report to School Reception/KGJS School Office or the Caretakers' Lodge.

DISPLAY SCREEN EQUIPMENT

General Statement

The school will take all reasonable steps to secure the health and safety of staff who work with display screen equipment (DSE).

Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health it is appreciated that some staff may have genuine reservations and concerns. The school will seek to give information and training to enable a fuller understanding of these issues.

In particular the school will:

- Carry out an assessment of DSE activities.
- Take such actions as are appropriate in the circumstances to minimise any identified risks to staff who use DSE equipment.

ELECTRICITY AT WORK

General Statement

All reasonable steps will be taken to secure the health and safety of staff who use, operate or maintain electrical equipment. The school acknowledges that work on electrical equipment can be hazardous and it is therefore the intention to reduce the risks as far as possible.

In particular the school will ensure that:

- Only competent people are permitted to maintain electrical equipment.
- Wherever practicable, electrical equipment will be switched off whenever any maintenance work is required to be carried out.
- Competent people will periodically inspect electrical equipment; any equipment found to be defective will be withdrawn from use for repair or disposal.

HAZARDOUS SUBSTANCES

General Statement

The school acknowledges that no substance can be considered completely safe and therefore everything practicable will be done to ensure that staff and pupils are not exposed to substances potentially hazardous to their health.

In particular KGS will ensure that:

- Hazardous substances are used only when safer alternatives are not available or appropriate.
- Engineering solutions are implemented where practicable to minimise the exposure of staff to the effects of hazardous substances.
- Where exposure cannot be adequately controlled by engineering or other means, appropriate personal protective equipment (PPE) will be provided to staff and visitors.
- Information is obtained from the suppliers of hazardous substances, and that the relevant details are made available to staff to enable them to understand the reasons why precautionary measures are sometimes needed, as COSHH regulations require.
- The school has commissioned a survey about asbestos within the fabric of the buildings. A report is on file and contractors are made aware of the (limited) presence of the material in the school.

HOUSEKEEPING

General Statement

The school recognises the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean up as you go' will always be the preferred option.

INDUCTION OF NEW STAFF/STUDENT TEACHERS

General Statement

In order to protect the health and safety of new staff, the school will provide essential health and safety information and advice, which will be incorporated into their initial induction training. This training will commence on the first day of their employment.

In particular the school will ensure that new starters are made aware of:

- What to do in an emergency situation - fire, for example.
- Where and from whom they may obtain First Aid assistance.
- Any hazardous substances, which they may encounter during their work. The circumstances in which PPE should be worn - and where to obtain it. Where to go and who to ask for advice and assistance generally.

LIGHTING AND VENTILATION

General Statement

The school regards the provision of a safe, 'well lit' and properly ventilated working environment as fundamental to the health, safety and well-being of pupils and staff. All reasonable steps will be taken to ensure that maintenance, lighting and ventilation are adequate for the task at all times.

PLANT AND MACHINERY SAFETY (INCLUDING MANUAL HANDLING)

KGS will take all reasonable steps to protect the health and safety of staff who work on machinery:

- Any new machinery, which may from time to time be purchased, must be specified, designed and supplied in accordance with appropriate standards.
- Before any new machinery is commissioned appropriate training will be given to those who will be required to use the equipment.
- Hot and cold (or warm) water, soap or other means of cleaning will be provided.
- Towels or other appropriate alternatives will be provided.
- The maintenance and, if necessary, testing of plant and machinery such as electrical equipment, local exhaust ventilation, gas appliances and lifting equipment must be done on a regular basis and in keeping with appropriate regulations.

WORKING ALONE

General Statement

The school will assess the hazards and risks associated with lone-workers and take steps to minimise them so far as is reasonably practicable.

In particular KGS will:

- Ensure that 'plant' used by lone workers is properly maintained.
- Consider any special training, which may be required for lone workers.
- Ensure that communication is established with any lone worker, which is appropriate to the circumstances.

Risk of violence:

- Staff must not arrange meetings with parents/carers or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

CCF

The school has a Combined Cadet Force (CCF) contingent which is on parade every Thursday afternoon in term time. Additional training takes place at CCF camps and other Ministry Of Defence premises outside normal school hours. The policies and procedures defined in the Ministry of Defence Cadet Force Regulations and the Memorandum of Understanding with the school are rigorously applied to all CCF activities wherever they take place. Key members of staff have responsibilities within the CCF which require special training and accreditation, and the school and governors fully support them in every aspect of these responsibilities.

Kirkham Grammar School
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