

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).

Policy number: 17	Originating date: February 1998	Date last reviewed: March 2024	Next review: March 2025
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1. AIMS

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. The school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. LEGISLATION

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings.

The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.

The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.

The Health and Safety (Display Screen Equipment) Regulations 2002, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.

The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register.

The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.

The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

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; Administration of Medication; Spillage of Bodily Fluid; Fire; Security, Access Control, Workplace Safety and Lone Working; Staff Wellbeing and Stress Management and Safeguarding.

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

3. ROLES AND RESPONSIBILITIES

3.1 The Board of Governors

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Head.

The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

The governor who oversees health and safety is Mr E J Waite.

3.2 The Head

The Head is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy.
- Ensuring there are enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Ensuring that the Health & Safety Officers produce an annual report for the Governors.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

In the Head's absence, the Bursar assumes the above day-to-day health and safety responsibilities.

3.3 Health and Safety Officers

The nominated health and safety lead for the Senior School is Dr A B Rollins and for the Junior & Infant School is Mr S Lewis.

3.4 The Bursar

The Bursar will act as the School Health and Safety Coordinator. The Bursar, working closely with the Head and supported by the Facilities Manager, is responsible for the Governing Body for facilities estates, domestic and administrative aspects of health and safety at the school.

Specific duties include:

- Establishing arrangements for dealing with health and safety matters such as:
- The Health and Safety Policy is disseminated and brought to the attention of all staff
- Relevant health and safety training needs of staff are identified and appropriate arrangements are made for training.
- New staff receive appropriate health and safety information including details of the safety policy, codes of practice, fire evacuation drill procedures and other safety procedures.
- The regular review of Health and Safety including accident reporting, reporting of RIDDOR, all Health and Safety training, management of asbestos, control of hazardous substances, maintenance (electrical, gas, ventilation and water systems), management of contractors and on-site vehicle movement risk assessments.
- The overall procedures for safety are monitored.
- Assessments are undertaken of all risks to health and safety as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded and recommendations are implemented.
- Reporting to the Governing Body on matters of Health and Safety.

3.5 Facilities Manager

The Facilities Manager is responsible for supporting the Bursar in their health and safety responsibilities and in particular also for:

- Making safe and rectifying any identified premises and facility defects affecting health and safety.
- Liaising with contractors and monitoring the work to ensure that appropriate standards of health and safety are maintained.
- Ensuring that all relevant statutory inspections are carried out at legally required intervals and records are maintained.
- Ensuring that equipment is inspected and serviced at the recommended intervals and records are maintained.
- Ensuring that formal arrangements are in place for liaising with contractors to ensure appropriate co-operation and co-ordination between the school and the contractor as required by the Management of Health and Safety at Work Regulations; that all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation of the school and that contractors are made aware of any special risks to children which might arise out of their work.

- Reporting to the Bursar and the Health and Safety Committee on all matters of Health and Safety relating to facilities and estates at the school.

3.6 Heads of Department

Heads of Department are responsible for implementing the Health and Safety policy within the work activities/area under their control.

In particular they are responsible for ensuring that:

- Activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health.
- The implementation of the Health and Safety Policy is monitored properly in their area of responsibility.
- Members of their department are made aware of their responsibilities for health and safety.
- Health and safety training needs of staff within the department are identified and that staff are adequately trained, instructed and supervised.
- Procedures are complied with and appropriate safety signs or notices are displayed.
- Relevant health and safety information is communicated to staff.
- First aid procedures are complied with.
- All accidents occurring in the Department are recorded on the appropriate Accident Form.
- New members of the department receive all appropriate health and safety information/training including departmental safety procedures and, if required, risk assessment and manual handling training.
- Ensuring appropriate assessments are undertaken of all risks to health and safety and that the significant findings are recorded and any recommendations are acted upon.
- Ensuring departmental staff regularly read and understand those Risk Assessments relevant to their role.

3.7 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the school on health and safety matters.
- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.

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 Head should be contacted directly and without hesitation.

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

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.
- 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.

3.6 Contractors

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 Facilities Manager 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 Site Supervisors' Building.

Contractors will agree health and safety practices with the Facilities Manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

3.7 The Health and Safety Committee

The Health and Safety Committee meets termly.

The Health and Safety Committee is responsible for:

Reviewing accident reports for staff, pupils and visitors, identifying any trends and patterns and ensuring that appropriate follow up actions are taken as a result.

- Keeping under review the provision of Health and Safety training, (including risk assessment, manual handling, accident reporting and control of hazardous substances training) and seeking to ensure that regulatory requirements and identified training needs are met.
- Keeping under review the process for and practice of, safety equipment installation and testing, including fire alarms and emergency lighting.
- Keeping under review policies and plans relating to Health and Safety and risk assessment, and their implementation.
- Seeking to ensure that as appropriate staff are suitable and sufficiently briefed in a timely manner on all relevant changes to Health and Safety legislation and requirements and that policy and procedure is amended accordingly.

4. 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. Further guidance can be found in the Risk Management and Risk Assessment Policy (No. 58)

5. COSHH

Schools are required to control hazardous substances, which can take many forms, including: chemicals; products containing chemicals; fumes; dusts; vapours; mists; gases and asphyxiating gases; germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to health (COSHH) risk assessments are completed by Dr A B Rollins and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

5.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings are carried out by a competent Gas Safe registered engineer and gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure they have adequate ventilation.

5.2 Legionella

Water tests are completed annually by an environmental services contractor.

This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following: annual testing, regular completion of a water temperature log sheet and regular water system disinfection.

5.3 Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos that has been found on the school site and annual risk assessment reviews are undertaken by an environmental services contractor.

6. EQUIPMENT

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

6.1 Electrical equipment

In day school, all staff are responsible for ensuring they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. Any potential hazards will be reported to the Facilities Manager immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary, a portable appliance test (PAT) will be carried out by a competent person.

All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

6.2 PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Facilities Manager.

6.3 Display screen equipment

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.

7. WORKING AT HEIGHT

The school will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The site supervisors retain ladders for working at height.
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons.

8. MANUAL HANDLING

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

9. LONE WORKING

If a member of staff wishes to work after the normal school closure time when there is no function, s/he must arrange to do so in advance with the night site supervisor, who will lock the rest of the school, having made sure that the individual is fully aware of how to lock the final door and set the alarm. S/he should notify the night site supervisor once s/he has finally left for the night. If s/he has not left voluntarily by 9.00 pm the night site supervisor will ask him/her to leave.

Local arrangements are made during school holidays to ensure the safety of lone workers.

10. LETTINGS

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

11. 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.

12. INFECTION PREVENTION AND CONTROL

The school follows national guidance published by the UK Health Security Agency when responding to infection control issues. Staff and pupils are encouraged to follow this good hygiene practice, outlined below, where applicable.

12.1 Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels/air dryer.

Always wash hands after using the toilet, before eating or handling food, and after handling animals.

Cover all cuts and abrasions with waterproof dressings.

12.2 Coughing and sneezing

Cover mouth and nose with a tissue.

Wash hands after using or disposing of tissues.

Spitting is discouraged.

12.3 Personal protective equipment

Wear goggles if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment.

12.4 Cleaning of the environment

Clean the environment frequently and thoroughly.

11.5 Laundry

Wash laundry in a separate dedicated facility.

Wash soiled linen separately and at the hottest wash the fabric will tolerate.

Wear personal protective clothing when handling soiled linen.

11.6 Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy.

Used pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Remove clinical waste with a registered waste contractor.

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

12.7 Infectious disease management

The school will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

Local and national guidance on the use of control measures will be followed, including:

- Following good hygiene practices.
- Encouraging all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, the school will provide appropriate personal protective equipment (PPE).
- Implementing an appropriate cleaning regime.
- Keeping rooms well ventilated.

The school will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

12.8 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought.

13. CATERING

The school is committed to achieving the highest standards of food safety and quality by well-trained staff, operating in clean hygienic premises. This Policy applies to all catering activity on school premises or under the control of the school.

Provision is also made for staff & pupils to have reasonable access to food and drink during the school day and in the Boarding House.

- The school is registered as a Food Business and is inspected by the local council.
- There is a Food Safety Policy & HACCP Plan in place to control the risks around food safety.
- Allergy Sheets are produced for menus and regularly checked and updated as necessary.
- Pupils with allergies are assessed by the school nurse and a care plan highlighting the allergies is produced.
- As some pupils at school suffer severe nut allergies, nuts (either peanut or any tree nuts) are not used in our kitchens or included in any of the snacks available to purchase by the tills (labels should be checked for 'may contain traces' information).
- Staff are trained in Food Safety and Allergies and this is renewed every 3 years.

14. INDUCTION OF NEW STAFF/STUDENT TEACHERS

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.

15. 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.

16. ACCIDENT REPORTING

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.

Kirkham Grammar School
Registered Charity No: 1123869 and Registered Company No: 6195985