



Weald of Kent Grammar School

Health and Safety Policy – December 2018

- 1 It is the policy of the School to value the health, safety and welfare of all staff, students and visitors, and those other people affected by the things we do. Accordingly, the School will ensure, so far as is reasonably practicable, that:
 - 1.1 A safe and healthy working environment is provided with adequate facilities and arrangements for the welfare of staff and students at work;
 - 1.2 All places under the School's control are maintained in a safe condition, with safe access and egress;
 - 1.3 The use, handling, storage and transportation of plant, equipment, substances and vehicles are undertaken in a safe manner and that a safe system of work is implemented where necessary;
 - 1.4 Plant and equipment are maintained and safe to use;
 - 1.5 Appropriate information, instruction, training and supervision are provided for staff to enable them to carry out their roles safely and effectively; (H&S training is carried out at the beginning of every year with training reminders in the Staff Handbook, specific H&S training is provided where necessary for manual handling, DSE, fire warden, working at heights etc.)
 - 1.6 All efforts are made to prevent workplace accidents and cases of work-related ill health. Certain types of accidents, work related ill health, diseases and dangerous occurrences will be reported to the enforcing authority;
 - 1.7 When accidents, incidents, near misses and ill-health events do occur, these are recorded and the more significant ones investigated, reported to the Health and Safety Executive as appropriate, and action taken to prevent recurrence.
- 2 All staff and students have the responsibility to co-operate in achieving a healthy and safe working environment and to take reasonable care of themselves and others, including visitors and contractors.
- 3 Staff must follow the School's health and safety guidance and co-operate with managers. Staff also have a legal duty to report any deficiencies in the School's health and safety protection arrangements at work and to follow the instruction and/or training they have received. The delegation of health and safety responsibilities and accountabilities and the particular arrangements are set out in this policy. More specific guidelines are outlined in the Staff Handbook.
- 4 Systems will be implemented to identify hazards and sources of harm. This requires Faculties to carry out risk assessments and a schedule of workplace inspections with appropriate control measures being implemented to reduce risk.
- 5 The policy and the way in which it is implemented will be reviewed annually, and revised and amended as necessary. Changes to the policy will be notified to Staff and Students and the Staff Handbook will be amended accordingly.

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 1992](#), 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 Public Health England](#) when responding to infection

ORGANISATIONAL IMPLEMENTATION

1 Authority Levels and Delegation

- 1.1 As the Headteacher of Weald of Kent Grammar School, I am committed to the contents of the Health & Safety Policy.
- 1.2 The Health & Safety Forum chaired by the Facilities Manager will sit on a termly basis and oversee the programme of Health & Safety management within the School. In addition to the Chair, this forum will consist of the Headteacher, the Business Manager, a Teacher representative and a member of the Student Services Team. At least two of the three meetings will include a presentation from one of the higher risk subjects (Science, D&T, PE/Dance and Drama). The responsibilities of this forum are laid out in 2.0 below.
- 1.3 Middle Leaders will be responsible for ensuring that Health & Safety issues form part of the ongoing management process of their area and that appropriate guidelines and regulations are understood and complied with.
- 1.4 All employees will be provided with the necessary information, instruction, supervision and training to carry out their duties.
- 1.5 The Board of Directors, as employer, has overall legal responsibility for Health and Safety.

2. Responsibilities and Duties

- 2.1 The Headteacher has the following responsibilities (supported by the Business Manager):

- Promote awareness of the Policy to all staff and ensure that people throughout the School fulfil their duty to co-operate with it.
- Ensure the implementation of the School's Health & Safety Policy statement, responsibilities and arrangements.
- Set in place suitable organisational arrangements for implementing, monitoring and controlling health, safety and welfare, with revisions made to procedures as appropriate.
- Provide information, instruction, supervision and training to staff.
- Ensure that students are made aware of Health & Safety issues and that they are given guidance on their conduct by members of staff through schemes of work and otherwise; as appropriate.

2.2 The Facilities Manager (supported by the Operations Manager) has responsibilities for:

- Implementing and monitoring the Policy and procedures throughout the School.
- Ensuring key personnel are informed of changes in Health & Safety legislation or guidelines.
- Providing Health & Safety information, advice and guidance to all key personnel.
- Undertaking a full review of all aspects of Health & Safety at least once in each academic year along with the H&S Responsible Officer (Governor)

2.3 All employees of Weald of Kent Grammar School have a duty to:

- Ensure the School's Health & Safety Policy is adhered to, and to take reasonable care of their own health and safety and that of others who may be affected by what they do, or what they fail to do, at work.
- Maintain their work area in a clean and tidy condition and free from any unnecessary hazards.
- Check before use that tools, equipment, safety devices and protective clothing are in good condition as specified, suitable for the task and purpose and are used in accordance with instructions and legal requirements. Operating instructions should be available in a language and format that is easily understood by all categories of user. Maintenance requirements should be strictly complied with.
- Immediately report hazards to their line manager or senior member of staff, whilst taking appropriate steps to minimise the risk associated with the hazard. Any accident, incident or near miss should be reported in accordance with the School's Health & Safety reporting procedures.
- Assist with undertaking risk assessments, including prior to undertaking a new task or following a change to an existing area of work.
- The person responsible for a work area within the School is responsible for all Health & Safety matters relating to that work area, and for the initial investigation of all accidents and incidents occurring in the work area.

- When employees enter their classroom or other place of work they must observe the appropriate rules of that area to ensure not only their own health and safety, but that of students and others who may be affected by their actions.
- Middle Leaders have a responsibility to monitor Health & Safety arrangements within their area. This includes the development of documented procedures including risk assessments, and Health & Safety training relating to the subjects taught within those areas.

ORGANISATION ARRANGEMENTS

It is important that the day-by-day activities of all staff, students and visitors are conducted in a way which is inherently as safe as possible.

1 Health and Safety risks arising from work activities

To comply with the **Management of Health and Safety at Work Regulations 1999**, hazard identification and risk assessments must be carried out for the health and safety of everyone affected by activities within the School.

- 1.1. Middle Leaders must ensure hazard identification and risk assessments are undertaken with regard to the physical layout and use of their work areas. They must also ensure that the resulting action is implemented. Significant hazard and risk must be removed or controlled, so far as is reasonably practicable.
- 1.2. The hazard identification and risk assessment will be reviewed by the Middle Leaders on an annual basis or as and when there is a change in work activity, new legislation implemented, a new member of staff joins, an accident occurs, or new equipment or procedures are put in place. A copy of the risk assessment should be provided to the Facilities Manager.
- 1.3. Middle Leaders shall involve teachers and/or technicians in carrying out hazard identification and risk assessments and bring all relevant risk assessments to the attention of all those affected, including staff, students, members of the public, parents, visitors and contractors.
- 1.4. As necessary, for example in Departments where specific risks occur, this policy may be supplemented by a Department Health & Safety procedural document.
- 1.5. The Facilities Manager will undertake and maintain hazard identification and risk assessment in those areas and functions for which Middle Leaders have no direct responsibility, for instance, in the canteen.
- 1.6. Significant risks should be escalated to the Business Manager for further consideration and resolution.

2 Consultation with Employees

- 2.1 Senior managers should consult with employees on Health & Safety matters that affect them. Specifically, Middle Leaders will conduct this consultation at their regular team meetings and escalate any areas of concern to the Business Manager.

3 Safe Plant and Equipment

- 3.1 All portable electrical equipment is tested annually by an accredited assessor. Staff are prohibited from bringing electrical equipment into the School to use unless it has been agreed by the Head of Faculty and logged with the Facilities Team for formal testing. Responsibility for PAT testing transferred to the Facilities Team with effect from September 2006.
- 3.2 The ICT Manager is responsible for maintenance, checks and servicing of ICT equipment.
- 3.3 All other electrical plant and equipment that requires maintenance, checks and servicing must be identified, maintenance work carried out on a regular basis, and records kept.
- 3.4 Any problems with plant and equipment that employees discover should be reported to their Middle Leaders in the first instance. This particularly refers to any damaged electrical equipment or wiring.
- 3.5 All machines used in the School that have moving parts, such as drills and sanding machines, are adequately guarded, have accessible emergency stop buttons and warning notices about using eye protection where necessary.
- 3.6 Ladders are stored in the Premises workshop behind a lock, closed door or on the stage secured with chain and padlock. Ladder usage must be recorded in the Ladder Sign In/Out Register which is kept in the Facilities office. Annual inspections are carried out by the Facilities Manager.

4 Information, Instruction and Supervision

To comply with Health & Safety legislation:

- 4.1 The HSE abstract "Health and Safety Law: what you should know" must be displayed or leaflets distributed telling employees what they need to know about health and safety;
- 4.2 Information must be provided on where Health & Safety advice can be obtained, such as from the Director of Resources, the Health & Safety Unit for KCC Education and Libraries, Specialist Advisory staff, Trade Union Safety Representatives, Representatives of Employee Safety and the Health & Safety Executive;
- 4.3 Information, instruction, training and supervision must be provided for all employees.
- 4.4 The School has a number of policies and procedures which have links to Health & Safety issues, including child protection, equal opportunities, behaviour management and bullying. These are available on the School website. Further guidance on related issues is contained within the Staff Handbook, which is updated annually or via the weekly Staff Briefing Meeting.

5 Competency for tasks and training

- 5.1 New employees must be given induction training before they start work and this should include access to first aid and fire safety. It is the immediate Line Manager's responsibility to ensure that this is done.
- 5.2 Employees must be provided with job specific training and additional special training according to their job needs. No employee is allowed to use plant and equipment that

carries a risk to health or safety unless they have been given sufficient training to ensure that such equipment can be used safely.

- 5.3 Training records must be kept and monitored on a regular basis to identify training needs by Heads of Subjects and Departments.

6 Monitoring

All staff are responsible for monitoring the Health & Safety of activities under their control.

Middle Leaders and their nominated representatives will:

- 6.1 Monitor the Health & Safety of systems of work, working conditions and the working environment;
- 6.2 Carry out regular inspections of areas of work, equipment and procedures and submit reports to their Middle Leaders where necessary;
- 6.3 Be aware of, and investigate, sickness absence records to identify causes of work-related ill health.

7 Accidents, incidents and near misses

- 7.1 The person responsible for an area at the time of the accident must ensure that all accidents are properly recorded on the School Accident Form or Near Miss Form. These will be available in Student Services (students) and HR (staff) and should be returned there promptly for processing.
- 7.2 All accidents, incidents, near misses and cases of ill-health that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are reported by the Headteacher to the Health & Safety Executive within the stipulated period of time.
- 7.3 As necessary, the Headteacher will initiate a review into the accidents to establish both the immediate and underlying causes to ensure that action is taken to prevent a recurrence. Any incidents where no-one was injured but it is clear that serious injury could have occurred are also investigated.

8 First Aid

- 8.1 First Aid boxes are located as follows:

Tonbridge:

Medical Room/Student Services
Staff Room
Minibus
PE Office (Main School and Sports Hall)
Rooms A5, A7, A8, D5, T1, T2, T3, T4
Workshop
Maths Office
English Office
Humanities Office
MFL Office
Science Office/Prep Rooms
Mezzanine

Sevenoaks:

Medical Room/Student Services
Main Admin Office
SA4 and SA5
Staff Room
SC5 and Prep Room
PE Office

- 8.2 First Aid boxes are checked termly by Student Services and restocked as necessary. If staff become aware that a kit needs replenishing they should inform Student Services immediately.
- 8.3 Every effort will be made to ensure sufficient numbers on the premises of qualified First Aiders. These personnel will be listed in the Staff Handbook and a list will be maintained in Student Services.
- 8.4 Male first aid trained staff will be called to give treatment to a female only if no trained female staff are available. In this event a female member of staff should be present.
- 8.5 In the event of an emergency, help should be summoned via Student Services who will arrange for a qualified First Aider to attend the scene.
- 8.6 No drugs, or antiseptic cream may be issued to anyone. Only plasters from the first aid boxes should be given to students.
- 8.7 Students taking prescribed medicines during school hours must administer doses themselves. Drugs may be stored in Student Services provided written instructions on dosage and student's name and form are clearly marked on the container.
- 8.8 Plastic gloves should be worn when treating open wounds. Contaminated dressings should be wrapped and carefully disposed of. A bin is provided in the Medical Room.
- 8.9 Sick students should be sent out of lessons only if the teacher is sure that they are ill and not well enough to remain in class. A blue Medical Room permission slip should be completed and the sick student sent to Reception with a responsible peer.
- 8.10 If the type of illness or accident is such as to prevent return to the classroom within a short time, the person listed on the student record as being responsible for the student in an emergency should be requested to collect the student as soon as possible.
- 8.11 If the accident or illness is deemed sufficiently serious so as to warrant hospitalisation, Student Services must be notified immediately and a qualified First Aider will be sent with a mobile phone to assess the situation and summon an ambulance if necessary. The sick or injured person must be accompanied to hospital by a responsible adult who must return to school when a parent or guardian has taken over responsibility for treatment.
- 8.12 The emergency contact name on the student record must be advised immediately of the situation and the location of the patient.
- 8.13 Defibrillators are located in the Main Reception and the Maths Block. A number of qualified first aiders have been trained to use this equipment.
- 8.14 Any child with suspected concussion must be removed from any physical activity and referred to a qualified health care professional.

9 Contractors and Visitors

- 9.1 All contractors must complete the school's Contractor Questionnaire before any work onsite commences, to establish if the necessary health and safety arrangements are in place. These records are checked and held by the Facilities Manager.
- 9.2 All contractors and visitors must report to Reception, sign in the visitors' book and wear the identification badge which will be given to them. They must be met on first arrival by the person who has arranged the visit, and any specific Health & Safety issues relevant to their visit, as well as fire procedures, must be discussed with them before they are allowed to proceed on further business. The Facilities Manager will advise in any areas of doubt.
- 9.3 The Asbestos Register will be kept in Reception and signed by all contractors before work commences if they are liable to disturb it in the course of their work or visit
- 9.4 It is important for the Health & Safety of staff and students that any unidentifiable person on the School's premises should be asked to justify his or her presence. If there is any doubt about the reason for the person's presence a senior member of staff must be informed immediately.
- 9.5 The Facilities Manager must monitor the work of contractors while on site, so far as is reasonably practicable and ensure that they are working to the agreed procedures and not using unsafe practices.
- 9.6 The contractor and the Facilities Manager must liaise with each other before and during the work being undertaken, to ensure that risks arising from the activities of both parties are taken into account.

10 Emergency Procedures, Fire and Evacuation

- 10.1 The Facilities Manager will ensure that fire risk assessments are carried out and implement any findings. Fire risk assessments are a legal requirement. They must be reviewed annually, or when there is a change to the building or the way it is used.
- 10.2 The risk assessment shall take into account the needs of all building users, including those with disabilities, cleaning and caretaking staff, external groups using the premises out of hours, people attending evening functions and other community users.
- 10.3 Employees must be trained in fire safety and evacuation procedures. Full instructions are contained within the Staff Handbook and updated regularly.
- 10.4 Fire alarm systems and fire fighting equipment are checked regularly and serviced on an annual basis. All checks and services are to be recorded in the logbook, kept in the Facilities Office, by the Facilities Manager. Fire exits and evacuation routes are checked weekly by the Facilities Manager to ensure that they are not blocked and are usable.
- 10.5 Fire evacuation practices will be undertaken on a termly basis. Details of the practice will be recorded and any deficiencies with evacuation arrangements must be remedied, so far as and as soon as is reasonably practicable.
- 10.6 Evacuation instructions are placed in all generally occupied spaces. Emergency Exits. Assembly Point and Assembly Point Instructions are clearly identified.
- 10.7 In the event of identifying a fire or other emergency you should sound the alarm using the nearest break-glass alarm.

- 10.8 Immediately upon sounding the alarm you should telephone or send a message to Reception and give the precise location of the fire or emergency. If it is not possible to activate an alarm you should still contact Reception who will cause the alarm to sound and summon the emergency services.
- 10.9 In the event of fire the first priority is to ensure that all students and staff evacuate the premises as quickly and as safely as possible. Fire extinguishers of the correct class may be used by a competent person for small fires but a clear escape path must be available at all.
- 10.10 In the event of a bomb scare the Headteacher or senior manager in charge of the school will direct staff and students to evacuate to the bottom field at both Tonbridge and Sevenoaks sites - the fire alarm will sound.
- 10.11 PEEPs (Personal Emergency Evacuation Plans) are held by Student Services for any vulnerable students that may have difficulties during an evacuation. These are written specifically for the student and consider relevant difficulties showing the action to be taken. Student Services take these records out to the Muster point during an evacuation and liaise with the relevant staff, fire brigade etc.

11 Housekeeping

- 11.1 Cleanliness – the School buildings are cleaned by an external cleaning company under the supervision of the Facilities Manager. Cleaning associated with the provision of school meals is undertaken by the Catering Contractor as specified in the appropriate contract.
- 11.2 Grounds – these are maintained by a competent contractor using his own equipment. The work is monitored by the Facilities Manager to ensure that adequate safety procedures are in place.
- 11.3 Waste Disposal – Hazardous waste such as sanitary towels are removed by a specialist contractor. Other waste is placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a contractor.

12 Premises

- 12.1 The Facilities Manager surveys the site on a termly basis (3 times a year) looking at structural, health and safety and decorative issues. A prioritised action plan is constructed from the survey, giving priority to any matter that could seriously affect the Health & Safety of staff, students, contractors or visitors. This includes the School's heating system, toilets and ventilation systems. Any identified hazards or failure to carry out processes are drawn promptly to the attention of the individual responsible and remedied as appropriate.
- 12.2 The Facilities Manager is responsible for managing, prioritising and resolving Health & Safety hazards reported by email or yellow cards as outlined in the Hazard Reporting process. The number of such issues resolved and outstanding forms part of the Health & Safety Forum agenda.
- 12.3 The Facilities Manager is responsible for keeping regular maintenance contracts in place to cover all relevant equipment and maintaining documentation to evidence that checks have been carried out with any identified actions taken.
- 12.4 The Facilities Manager checks the condition of lights regularly and replaces any that are defective as soon as they are found in areas such as corridors and staircases where poor lighting could pose a hazard. Others are replaced as soon as practicable.

- 12.5 Stairs, corridors, cloakrooms and exits are to be kept clear of obstructions.
- 12.6 Stocking and storage – materials, equipment and any other items are kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials must ensure that they are stocked tidily, to height that does not constitute a hazard and that they do not impede the movement of staff, students or visitors.

Outside vehicle and pedestrian traffic routes are kept separate wherever it is reasonably practicable. Teachers and students are advised to avoid crossing vehicular routes wherever possible.

13 Manual Handling

- 13.1 Lifting and handling – injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy), or people. Staff engaged in such specific activities are required to adopt the relevant postural safe working practices outlined and appropriate training is provided.
- 13.2 Students must always be carefully supervised when transferring items of equipment, irrespective of size or weight.

14 Hazardous Substances

- 14.1 Any activities that involve using hazardous substances are assessed to estimate the level of risk involved. If any significant risk is identified consideration is given to either eliminating the use of the substance or substituting a less hazardous substance. If neither of these courses of action are possible, then all precautions are taken to ensure that the risk is properly controlled, in accordance with the recommendations in the Approved Code of Practice attached to the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- 14.2 Acids are stored in containers with spill bungs and are kept away from oxidising chemicals.
- 14.3 All members of staff who regularly handle hazardous substances are trained in their use and in the requirements of the COSHH Regulations.

15 Asbestos

- 15.1 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
- 15.2 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 – the Asbestos Register is held on reception at the Tonbridge site.
- 15.3 Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- 15.4 A record is kept of the location of asbestos that has been found on the school site

16 Legionella

- 16.1 A water risk assessment has been completed June18 by Interserve. The Facilities Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

- 16.2 This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- 16.3 The risks from legionella are mitigated by the following: weekly temperature checks, shower flushing

17 Lone Working

17.1 Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

- 17.2 If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.
- 17.3 The lone worker will ensure that they are medically fit to work alone.

18 Occupational Stress

- 18.2 We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.
- 18.3 Systems are in place within the school for responding to individual concerns and monitoring staff workloads.
- 18.4 We provide an online stress management course.

19 Off-site Activities

- 19.1 Teachers organising off-site activities carry out a risk assessment as part of the planning process.
- 19.2 The arrangements and the risk assessment are then passed to the Assistant Headteacher with responsibility for off-site activities so that the arrangements can be checked for safety and security.
- 19.3 The arrangements for day trips include a check on the first aid and emergency arrangements at the place to be visited, the names and qualifications of staff at the place to be visited who will instruct or have other contact with the students and ensuring there will be sufficient staff for the trip, taking into account the number involved, and whether two drivers are needed for longer trips.
- 19.4 Teachers using the School's minibus check the vehicle's brakes, lights, screen wash, steering and tyres before use. All teachers who drive the School minibus have a certificate of training in addition to the standard driving licence.

All staff and students should be aware that it is a statutory requirement to discharge the obligations enshrined in this policy and any enacted statutory provision on Health & Safety.

Authors:	Melanie Mercer	Date:	Dec 18
Next Review Date:	Dec 19	Link Governor/s:	Tim French Jeremy Dahdi Elizabeth Bone
Ratified:	<p style="text-align: center;">FGB Dec 2018</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Company Secretary</p>		