



KEW COLLEGE PREP

Health and Safety Policy

This policy applies to the whole school including the EYFS

This policy is published on the Kew College website and is also available to parents from the School Office upon request.

The policy is written with due regard to the following:

DfE non statutory advice, Health and Safety: responsibilities and duties for schools (2022)
The DfE non-statutory advice 'Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies February 2014'.
DfE Guidance on the Requirements for Driving Minibuses.
The terms of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives
Managing Asbestos in your School (2020)
Noise at Work Regulations 2005

See also the school's policies as follows:

Fire Safety Policy, First Aid Policy, Good Behaviour, Discipline and Sanctions including Exclusions Policy, Off-site Visit Policy, Risk Assessment Policy, Staff Handbook including Code of Conduct, Supervision of Pupils (in the Staff Procedures and Code of Conduct), Supervision of Pupils in EYFS, Supporting Pupils with Medical Conditions and Administration of Medicines Policy, Water Quality Policy

Definitions or abbreviations used in this policy

COSHH: Control of Substances Hazardous to Health

DBS: Disclosure and Barring Service checks (formerly - Criminal Records Bureau)

EYFS: Early Years Foundation Stage

RIDDOR: Reporting of Injuries, Diseases & Dangerous Occurrences Regulations, 2013

The School: Kew College Prep

1. GENERAL STATEMENT

It is the policy of the school to provide a safe, secure and pleasant working environment for everyone. The Governing Body takes collective responsibility for protecting the health, safety and welfare of all children, members of staff, contractors and visitors to the school. In their role as employer, they attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

The health and safety of all the people who work or learn at the school are of fundamental importance.

The school aims to meet all relevant statutory obligations, to ensure that the management of health and safety forms an integral part of the way in which activities are managed and conducted, to involve and consult staff, and to achieve improvements through ongoing processes of review and development.

Particular care will be taken to provide and maintain: -

- Processes of risk assessment and control
- Safe and healthy places of work with safe access and egress
- Security of the premises
- Safe plant, equipment and systems of work
- Proper arrangements for the use, handling, storage and transport of goods and substances
- Information, instruction and training to ensure that all activities are conducted by competent people or under competent and appropriate supervision
- A safe and healthy working environment.

2. MANAGEMENT RESPONSIBILITY

The Governors have delegated the day-to-day running of the school, including the management of health and safety to the Head.

The Resources Committee receives reports from the Health and Safety Committee, reviews statistics, examines safety audits and risk assessments to determine any necessary action.

The Head is responsible for ensuring compliance with this Health and Safety Policy. Health and safety in the school is managed on the Head's behalf by the Head of Finance & Operations who is the nominated Health and Safety Officer, responsible to the Governors for establishing, monitoring and reviewing measures needed to meet satisfactory Health and Safety Standards including the selection and appointment of contractors. Violence against staff is dealt with in the Staff Procedures and Code of Conduct.

Staff are consulted at Staff Meetings and via periodic emails about health and safety matters and know that any concerns they have should immediately be brought to the attention of the Health and Safety Officer and will be taken seriously and addressed.

The Health and Safety Committee, comprising relevant members of staff, meets three times a year to review and monitor the effectiveness of health and safety arrangements, investigate accidents and take steps to prevent a re-occurrence. Any issues identified are reported to the Governors' Resources Committee and actions are identified and implemented.

3. CHILDREN INCLUDING EYFS

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.

It is important that children learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

Through the school curriculum children are taught about health and safety in order to equip them with the skills, knowledge and understanding to manage risk, and thereby to enable them to live positive, successful and healthy lives.

Children are taught respect for their bodies, and how to look after themselves; they are shown how to move and play safely in PE lessons.

Where older pupils have supervisory responsibilities for younger pupils, there must always be a member of staff readily available and in overall charge.

Children bring in a packed lunch for their mid-day meal. Parents are encouraged to provide a healthy meal for their children and have due regard for any food allergies of pupils or staff in the school.

It is our policy that all children wear School uniform when attending school, or when participating in a School-organised event, even if outside normal school hours. The wearing of jewellery is forbidden other than small studs for pierced ears. Long hair in all children must be tied back securely.

All members of staff working at Kew College and volunteers who might have unsupervised access to children are subject to an enhanced Disclosure and Barring Service check including a barred list check, in order to ensure that there is no previous evidence of offences or abuse involving children. The School takes very seriously its responsibilities for ensuring the safety of children whilst in School and on School trips (see the *Off-site Visits Policy*).

4. STAFF

It is the policy of the school to provide members of staff with suitable equipment, information, training and supervision to implement the school's Health and Safety Policy, to manage risk effectively and to carry out their duties safely.

The school will provide such finances and resources as are deemed reasonable to implement this policy.

While the management of the School will do all that is within its powers to ensure the health and safety of its staff, pupils and visitors, it is recognised that health and safety at work is the responsibility of each and every adult associated with the School.

It is the duty of each member of staff to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person and to contribute to and highlight any gaps in the School's Risk Assessments. All staff are given periodic Health and Safety training to ensure that they are aware of their responsibilities.

Kew College recognises the civil and moral need to ensure that staff adhere to this Health and Safety Policy and will be prepared to invoke the disciplinary procedure in case of any deliberate or negligent disregard for the Health and Safety Policy.

Staff with work-related medical or work-related stress issues will be treated with consideration and dealt with on a case by case basis.

5. VISITORS

The school recognises and accepts the duty to protect the health and safety of all visitors to its premises, including contractors and temporary workers, as well as any member of the public who might be affected by our operations.

6. TRAINING

The school's policy with regard to training is as follows:

- To ensure that sufficient numbers of staff receive training in First Aid and Paediatric First Aid, and that someone trained in Paediatric First Aid accompanies EYFS off-site visits - *See First Aid Policy.*
- To ensure that sufficient numbers of staff receive training in fire awareness and that termly evacuation drills are conducted - *See Fire Safety Policy.*
- To provide periodic training in Manual Handling, Trips, Slips and Falls including Working at Height and Display Screen Equipment for clerical staff.
- To provide periodic training in Risk Assessment - *See Risk Assessment Policy.*

7. ACCIDENT REPORTING

All injuries sustained by a person on School premises must be reported to the Health and Safety Officer via the accident book area of SchoolBase for pupils and staff and via an accident form for others. The Health and Safety Officer carries out any reporting required under current regulation, such as RIDDOR and EYFS. Any major accidents requiring hospital treatment must be reported to the Head. Injuries and accidents are reviewed at the Health and Safety Committee meetings.

8. ASBESTOS

An asbestos survey by specialists was completed on 6 April 2017. Specialists removed a small insulation panel containing asbestos in May 2017 when the school was closed. Other than some asbestos-containing materials (roof tiles) that may be legally handled by ordinary building contractors, there is no other asbestos in the School.

9. FIRE

See *Fire Safety Policy and Procedures*

10. FIRST AID

See *First Aid Policy*

11. MEDICATION

See *Supporting Pupils with Medical Conditions and Administration of Medicines Policy*

12. WATER

See *Water Quality Policy*

13. OFF-SITE VISITS

See *Off-Site Visits Policy*

14. NOISE

It is the School policy to undertake an assessment of noise levels within its premises where staff are considered to be at risk of hearing damage. Noise surveys are arranged by the Head of Finance & Operations.

Areas considered for noise surveys will include:

- Indoor physical education
- Music lessons
- Group music bands and choirs
- Maintenance work
- Special events such as performances and parties
- Playground during breaks

A noise survey will identify areas and members of staff affected, frequency and level of noise. Initial readings of noise will be taken and a survey will be carried out if daily averages of over 50dB are indicated.

If noise for any member of staff is above a daily average of over 80dB and/or a peak of 135dB, a risk assessment will be undertaken and control and reduction measures implemented.

Initial readings, surveys and risk assessments are held in the office of the Head of Finance & Operations.

15. RISK ASSESSMENTS AND PROCEDURES

See *Risk Assessment Policy*

Current Risk Assessments and Procedures for the School site including on-site vehicle movements and off-site activities can be found on the policies section of the Staff drive.

Evacuation procedures and procedures for dealing with other emergencies are reviewed annually.

Procedures for fire and other emergencies are displayed prominently in all rooms and the full evacuation procedure is included in the Staff Procedures and Code of Conduct.

Fire drills are held at least twice each year from each building.

Procedures for the use of medicines in school are included in the *Supporting Pupils with Medical Conditions and Administration of Medicines Policy*.

Class teachers are asked to review Risk Assessments for their own rooms each September or after major changes in the layout or use of the room.

All other Risk Assessments are stored in the office of the Head of Finance & Operations.

HEALTH AND SAFETY EMERGENCIES: Health and Safety emergencies are dealt with under the varying policies as outlined above. The Health and Safety Officer should be informed immediately in every case.

16. EQUIPMENT

Fire-fighting equipment is checked annually by professional contractors and monthly by the Chief Fire Marshal during term time. The evacuation alarm system and intruder alarms are checked six-monthly by professional contractors. Emergency lighting is checked monthly by professional contractors. See *Fire Safety Policy and Procedures* for full list of checks undertaken.

If hazardous materials covered by COSHH are used in school, a Risk Assessment is conducted by the Health and Safety Officer and issued to relevant members of staff, however the use of such materials is rare. The cleaning contractor has a list of hazardous materials used in the school and relevant instructions for use. Records for this are held in the office of the Head of Finance & Operations.

Routine tests are carried out on other equipment as follows:

| Equipment | Responsibility | Frequency | Method of test |
|----------------------------------|---|--------------------------|--|
| Ladders | Caretaker | Monthly during term time | Visual inspection |
| Fixed electrical system | Professional electrician | 5 years | Full maintenance check |
| Portable appliances | Professional electrician/trained PAT tester | See separate table below | Each appliance is tested, with date of testing recorded on the plug/ equipment |
| Gas equipment | CORGI registered contractor | Annually | Service |
| Water temperatures | Competent contractor | Monthly | Ensure at safe level |
| Water chemical analysis | Competent contractor | 6 monthly | Ensure at safe level |
| Water tanks - none | | | |
| Lifts | Competent contractor | Every 6 months | Service (& biannual separate independent safety inspection) |
| Lightning conductors | Competent contractor | Annually | Ensure in good working order |
| Fall Arrest system on Sedum roof | Competent contractor | Annually | Ensure safe |
| Sports equipment | Games staff | Termly | Ensure in good working order and replace as necessary |
| First Aid boxes | Caretaker | Weekly during term | Ensure restocked |
| Playground Inspection | Caretaker | Monthly | Ensure safe |
| Climbing frame | Caretaker | Annually | Ensure in good working order and replace parts as necessary |

| Portable appliances | Formal visual inspection | PAT test frequency |
|--|--------------------------|--------------------|
| Telephone equipment & desk lamps | No | Not required |
| Desktop computers, VDU screens, photocopiers/printers (if double insulated Class II – list held on file) | 4 years | Not required |
| Other copiers and printers (Class 1) | 1 year | 5 years |
| Cables – leads and plugs connected to above, and extension leads | 1 year | 2 year |
| Items that are moved from time-to-time such as laminators, fans, kettles, cleaning machines and cables etc. connected to them. Extension leads that are moved. (list held on file) | With PAT test | 1 year |

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| Reviewed by: The Resources Committee | Approved by: Name: Jane Bond Title: Head Date: 2 Oct 2024 | Updated by: Name: Jim Francis Title: Head of Finance & Operations Date: 19 Sep 2024 |
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This policy will be reviewed by the governing body every 3 years or earlier if necessary.