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**HEALTH AND SAFETY POLICY STATEMENT**

OF

**The Skinners' School**

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## **SECTION A - STATEMENT OF INTENT**

The Head teacher and Governors of this Voluntary Aided School are committed to establishing and implementing arrangements which will ensure that staff and pupils will be safeguarded when on school premises, or engaged on off-site activities (e.g school trips), and that the premises for which they are responsible are safe for visitors, as well as for pupils and staff.

Copies of the School Health and Safety Policy will be brought to the attention of and issued to all members of staff. The policy will be posted on "School on Homer" and copies will be kept in the School Office and Staff Room

Signed:

Head teacher

Date:

Signed:

Chair of Governors

Date:

Review Date:

## **SECTION B - ORGANISATION**

**B1** Being a Voluntary Aided School, the Governing body of The Skinners' School has the responsibility for Health and Safety. The Governors of this Voluntary Aided School accept their obligations under the Health and Safety at Work etc Act 1994 and Regulations made under the Act to ensure, so far as is reasonably practicable, the health and safety of their respective employees and the general public including pupils

At school level, the Head teacher has day to day responsibility as Officer in Charge of the premises for ensuring that they are safe. In so doing, he may delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the Governing Body.

He is also responsible as a senior line manager for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

**B2** THE HEADTEACHER IS RESPONSIBLE FOR:

- Ensuring that the school has a Health and Safety Policy Statement;
- Reviewing it at least once a year;
- Including Health and Safety issues in the School Improvement Plan, if necessary;
- Checking that the Health and Safety requirements are actually implemented e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken. This will be a requirement on members of staff who have been given delegated responsibility to report in writing on a regular basis;
- Ensuring that all staff, pupils and visitors either have a copy of the Policy Statement and the relevant supporting documents, or know where the Policy can be seen. Appropriate documents will be issued to new staff with their Contracts of Employment but the Head teacher nevertheless has a responsibility for making sure that these are properly received and understood by staff, usually as part of the induction process;
- Undertaking Risk Assessments and recording items of significance; this process to be reviewed annually

- Carrying out regular health and safety inspections (at least once a term) and reducing the risks to health and safety as appropriate;
- Receiving and dealing promptly with complaints about unsafe premises, equipment or work practices;
- Ensuring that emergency evacuation procedures are in place;
- Ensuring that the requirements of the Health & Safety Executive (HSE) Fire Authority and Environmental Health Officers are properly addressed, and
- Ensuring that adequate first aid provision is made.

**B3** **All accidents** must be reported to the School Office and recorded in line with KCC accident reporting procedures

**B4** **The Bursar** is responsible for monitoring health and safety matters in school and reporting to the Head teacher and Governing Body.

**B5** **The Bursar** is responsible for ensuring that regard is given to health and safety concerns in preparing programmes of major maintenance and improvement work.

**B6** **The Bursar** is responsible for ensuring that regular maintenance and testing of fixed electrical wiring or fixed gas appliances are properly dealt with (if necessary, by taking premises or fixed equipment out of use). He is also responsible for liaising with building maintenance consultants and contractors to resolve property maintenance issues.

**B7** **The Governors** are responsible for ensuring compliance with Health and Safety regulations and making appropriate provision within the school's delegated budget and generally supporting and monitoring health and safety within the school. This includes a requirement under Section 4 of the Health and Safety at Work etc., Act 1974 to take measures which are within their power to make sure that premises are safe and without risk to health to others who use the school. They will require the Head teacher to submit periodic reports to them. They will appoint a Governor to take an interest in health and safety.

- B8** Safety Representatives appointed by the relevant Unions/Associations in accordance with the Safety Representatives and Safety Committees Regulations 1977, will, so far as is reasonably practicable, be provided with facilities to enable them to operate effectively by the Governors. The Governors have accepted that matters concerning health and safety should be raised in accordance with their Complaints Procedures.
- B9** **All Staff in the School** have a PERSONAL RESPONSIBILITY for the health and safety of themselves, their colleagues, pupils and visitors. These are specified more precisely in Section C below. They have also a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer's health and safety arrangements for the protection of people at work and who may be affected by them.

## **SECTION C - ARRANGEMENTS**

### **C1 GENERAL PRACTICES APPLYING TO ALL STAFF, AND FOR PUPILS OR VISITORS IN THEIR CARE.**

#### **C.1.1 Supervision of Pupils**

The guidelines for staff/pupil ratios as set out in the School Visits Policy will be followed when arranging all school trips. This document is available on "School on Homer" in the Policies file

#### **C1.2 Visitors**

All visitors shall be directed by clear signage to the Reception and must report to the School Office, (except for parents bringing or collecting children to school).

There will be an appropriate arrangement for the signing in and out of visitors, noting vehicle registration number as appropriate, and for visitors to wear an identifying badge.

Contractors will be expected to also read and sign the Asbestos Register before carrying out alterations to the fabric of the school buildings where asbestos is recorded as being present.

#### **C1.3 Fire Safety**

**The Bursar** is responsible for a fire risk assessment and will ensure the implementation of the **Fire Safety Log Book**

##### **(a) Fire Instructions**

- Fire Instructions are posted in every room
- Names of fire wardens should be known by staff. The fire wardens are listed under Policies on "School on Homer" and published in the staff handbook
- Emergency Exits, Assembly Point and Assembly Point Instructions are clearly identified by safety signs and notices.

**(b) Fire Alarms**

- Instructions to employees are posted under Policies on “School on Homer” and published in the staff handbook
- Regular testing of fire alarms will occur on a weekly basis
- The Fire Log Book will be kept by the **Caretaker**  
The result of each test will be properly recorded in the Fire Log Book and be available for a visiting Fire Officer.

**(c) Fire Drills**

- Fire drills will be carried out three times during each academic year.
- A record of the drill will be kept in the Fire Log Book.
- Fire Marshalls will receive training for their duties.

**(d) Fire Fighting**

Only trained Fire Marshalls should use fire extinguisher. They should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always be a clear escape available. Ensure the alarm is raised **BEFORE** attempting to tackle a fire. Pupils will have been taught **to evacuate the building in an orderly fashion and follow instructions from staff**

**(e) Fire Hazards**

- **Storage of Flammables and Chemicals.**  
Storage and Control of Substances Hazardous to health regulations will be managed by the Senior Lab Technician
- **Material Safety Data Sheets (‘Hazard sheets’) for Chemicals and Flammable Substances.** These will be kept by the Senior Lab Technician

(f) **Maintenance of Fire Precautions.**

The Bursar will ensure regular maintenance of:

- Emergency lighting and other emergency equipment.
- Fire extinguishers
- Fire alarms
- Fire doors
- Boiler House fusible link and fuel shut-off mechanisms
- Fire Safety Signs and identification of escape routes.
- A **"Fire Risk Assessment"** will be carried out annually.

#### **C1.4 Critical Incident**

- Occasionally the School will need to respond to issues which go beyond the normal or the routine. Such incidents may involve murder, death on School occasions, suicide, the consequences of terrorist or criminal activity, fire or the abuse of pupils etc. Clearly each critical incident is distinctive **and** cannot be anticipated. What follows are the general principles by which the School will be guided in its response.
- The School Critical Incident Management Team (CIMT) consists of all members of the Senior Management Group and the Chairman of the Governing Body. At least one member of this team (normally the Headmaster) will be contactable. In shaping its response to a critical incident School personnel will have regard to guidance available from the Local Authority's Emergency Planning Officer (EPO).
- The first responsibility of the School in relation to a critical incident will be to gather information and to establish the facts. This will cover issues such as what has happened? Where and when? Who is involved? Who has been and who needs to be informed?
- The School will be aware of the services available through the EPO and, in particular, the support which is available through the LEA's Media and Communications Office. NO hasty or unprepared statements will be made to the media and advice should be sought from the LEA's Media and Communications Office before statements are made. The School will issue its own statements rather than have these dealt with by an LEA intermediary.

- The School will be aware of the importance of contacting families directly and may enlist the co-operation of the EPO. Depending on the circumstances it may be appropriate to advise parents by letter or to convene a meeting. Teaching and support staff will also be informed as appropriate and support for such staff will be organized as necessary.
- Pupils in School will be kept informed as appropriate. An Assembly may be the best medium but it may also be necessary to provide opportunities for pupils in smaller groups to discuss the incident and its effects.
- In issuing information to staff, pupils and parents, the School will communicate carefully but always truthfully. The School will also be sensitive to the relative needs both of all those involved or affected.
- Where LEA specialist staff can assist in responding to the needs of particular individuals or groups that co-operation will be enlisted. The need for young people to talk and to have someone listen to them will be recognised.
- The School will convey condolences to families most directly affected and encourage other members of the School community to do likewise. The holding of a special Service or Assembly will be considered and in such circumstances may involve local faith organizations.
- The School will seek to return to normality as quickly as possible but continue to support and assist as necessary. This will be co-ordinated by the CIMT. Structured debriefing sessions and counseling may be appropriate and longer term support may be needed involving agencies such as Educational Psychology.
- The procedures set out in this statement will be reviewed in the light of any critical incident.

### **C1.5 Bomb Alerts**

Should any such alert be received by the School, whether by word of mouth, or telephone, or by other electronic means, the person receiving that message must communicate it immediately to the Head teacher through the School Office. The Head teacher will wish to be advised of the source of the information and he will, almost invariably, advise the Police. If the Head teacher judges the threat to be genuine he may order an evacuation of the building before contacting the Police but any directive given by the Police will be respected. Any member of the School, staff or pupil, who offers information on security issues which is known to be false, will face serious disciplinary action.

## **C1.6 First Aid/Illness**

- The school will have an appropriate number of designated and trained First Aiders. These names will be posted at appropriate places within the school to ensure ready assistance.
- The school will hold an appropriate number of First Aid boxes.
- The school will follow the procedure for completion of incident/accident records in accordance with the **KCC Accident Forms HS157**
- If the First Aider considers it necessary, the injured person will be sent directly to hospital. Parents and/or guardians will also be informed.
- The school will follow the procedure for reporting of injuries as described in C1.8 below
- The School Health Service provides details of general health issues which concern the pupils' health. The Consultant in Communicable Diseases will advise on circumstances in which pupils with infectious diseases should not be in School.
- Blood Spillages - first aiders will receive training about dealing with blood spillage via the first aid courses attended. Course recommendations will be followed

## **C1.7 Administration of Medicines/Medical Treatment**

- Parents or guardians have the prime responsibility for their son's health. They must provide the School, in writing, with all necessary information about any medical condition their son may have. If parents ask for medication to be administered at School, they should make the School aware of any possible side effects of the drug.
- As appropriate, a boy's G.P. should furnish the School with any detail which the School needs to know, to ensure that his health is not put at risk. The School nurse may also be able to furnish background information, as may other specialist medical services.

- The SIMS officer is responsible for collating the information about pupil medical needs. Information in summary form will be provided in “School on Homer” in the Medical List for Students file
- Staff who provide support for pupils with medical needs, or who volunteer to administer medication, will ensure that they consult Medical List for Students file. Such members of staff will also receive regular training in First Aid.
- There is no legal duty which requires any member of the School staff to administer medication. Everyone who provides medical support for pupils in need is acting in a voluntary capacity. All members of staff would be expected in an emergency, to exercise a duty of care, by summoning professional help.
- The school's insurance arrangements provide full cover for staff who volunteer to assist with First Aid.
- It is not the school's policy to provide non-prescriptive medication.
- Where a pupil has regular medical needs, or where immediate provision of medication could become necessary (such as an allergic reaction or anaphylaxis) the parents must supply appropriate medication with written instructions about the amount, method and occasion for administering medication. A member of staff should supervise the pupil taking medication.
- Pupils who suffer from asthma may need immediate access to reliever inhalers. They are expected, therefore, to carry their inhalers with them during the school day, whether they are on the school site or taking part in school trips. Pupils should **NOT** take any form of medication which has been prescribed for another pupil. If a pupil is having an asthma attack, the adult in charge should encourage him to use his inhaler.
- The School Office is not an appropriate place for storing large quantities of medicines. However, in particular circumstances, such as outlined in paragraph (h) above, medicines may be kept there. They should be clearly labeled, giving the name of the boy for whom they are intended.

- Where a child suffers from a particular medical condition, it may be necessary for him to be excluded from a particular school activity. If possible this will be avoided, but the safety of all pupils, not just the boy affected, will be the paramount consideration. In cases of doubt the matter will be referred to the Head teacher for a decision. The School reserves the right to make whatever decision is necessary in the interests of pupils' health and safety.
- If it is necessary to call an ambulance to deal with an emergency, where possible the casualty will not be left unattended. The School Office should be informed as quickly as possible of the details of the incident so that parents can be informed at once. Students will be accompanied by an adult to hospital. The School's insurance policies cover staff members who use his/her car to take a less urgent casualty to hospital.

### **C1.8 Accident Reporting and Recording**

All accidents, including "near misses" must be reported immediately and a written report completed on **Accident/Incident Report Form HS157** which is located in the School Office. In the case of any accident or incident to staff and significant injury to pupils further investigation will be undertaken by a senior member of staff. The school will submit an Accident Report Form HS157 to the Area Office and Form F2508 Health and Safety Executive if necessary. All accident information will be added to Sims and reports made available to the Head master or School Governors as necessary.

### **C1.9 Electrical Safety**

- All staff should monitor the condition of plugs, cables and electrical equipment.
- All staff are required to report any damaged electrical apparatus or wiring (including portable equipment and permanent wiring) in the Maintenance Repair Log Book located in the Staff Common Room. This manual will be checked regularly by caretaking staff and appropriate action taken.
- Staff must not attempt any repairs unless the Head teacher is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought to school, unless it has been subjected to the same tests as school equipment.

## **C1.10 Housekeeping**

### **Cleanliness**

The school buildings will be cleaned by the contract cleaning company, Ridgecrest Cleaning Ltd. Cleaning associated with the provision of school meals will be undertaken by the Catering Contractor (Independent Catering Management Ltd) as specified in the appropriate contract.

The surrounds to the buildings will be kept clean by the Caretaking staff. Garden/planted areas will be kept tidy by KCC Landscape Services and DSB Landscapes

### **Waste Disposal**

Normal, small amounts of clinical waste can be disposed of as ordinary household waste i.e. 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 Refuse Service Contractor.

Large amounts of Hazardous Waste will be removed by a specialist contractor who will require the school to sign a 'Duty of Care' consignment note to state that the waste will be disposed of in a properly managed way.

### **Stacking and Storage**

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

### **Pedestrian Routes**

Stairs, Corridors, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables).

## **Classrooms**

Teachers will be alert on a daily basis to the following and will report any hazards to the Bursar. Teachers have a responsibility to:

- Check that class rooms and work area are safe
- Check equipment is safe before use
- Ensure safe procedures are followed
- Ensure any accidents are reported and recorded
- Ensure protective equipment is used
- Ensure health and safety issues are reported
- Ensure guidelines and training are followed

### **C1.11 External Access**

The children's and parent's access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

### **C1.12 Food and Food Hygiene**

All aspects of health and safety related to Food and Food Hygiene are managed by the external catering company, Independent Catering Management Ltd.

### **C1.13 Moving and Handling**

Generic Risk Assessments are undertaken for caretaking staff engaged in the specified activities required to adopt particular safe working practices training will be given where required.

## **C2 MORE SPECIFIC, FOCUSED AND PARTICULAR ARRANGEMENTS**

### **C2.1 Inspection of Premises, Plant and Equipment**

The Bursar will arrange for regular visual inspection of the premises, plant and equipment each term.

Access to store rooms, boiler rooms, tank and plant rooms will also be checked, including ladders or other equipment. These should also be suitable for the use of caretaking staff.

Where damaged asbestos is encountered or suspected, procedures as laid down in Asbestos guidance will be followed as appropriate.

### **C2.2 Control of Dust and Fumes**

All practical equipment will be installed and used in a safe and appropriate manner. Maintenance of Dust Extractors and Fume Cupboards will be arranged by the Bursar and Senior Lab Technician respectively and undertaken by approved contractors on an annual basis

Work in Laboratories leading to the production of fumes should only be undertaken within the recommendations of the CLEAPPS documents:

### **C2.3 Mini-Buses**

These instructions are designed to make journeys in a minibus as safe as possible. It is recognised that no matter how safe the procedures, accidents are still possible. **These procedures are mandatory on any person using a minibus who is directly accountable to the Head Teacher and to the Governing Body. It is a condition of using a self-drive minibus on behalf of The Skinners' School that the driver follows all the procedures applicable to him/her.**

**The Bursar** will deal with Minibus issues on a day to day basis and is to be consulted when issues arise.

#### **Drivers**

- Any person wishing to drive on behalf of the School must have satisfactorily completed an approved assessment and training course through MIDAS (Minibus Driver Awareness Scheme) as operated by Kent County Council. This has to be renewed every 3 years

- Each potential driver must be 25 or over. Each potential driver must hold a current D1 Driving License which is free from endorsements relating to moving traffic offences. It is the duty of any driver to inform The Bursar if there are any changes to that driving licence as soon as that happens. If these conditions have not been fulfilled the driver will be uninsured and driving illegally
- Once familiarization, approval and insurance requirements have been met, the driver will be added to the list of current drivers authorised to drive on behalf of this school. This list is kept by The Bursar
- Journeys must be booked in advance with Mrs Tourle. Keys to the Minibus will be kept in the School Office and must be returned there immediately after use.

### **Driver Responsibilities**

- The Bursar will ensure that the minibus is regularly serviced. Safety checks must be undertaken by member of staff in charge every time the minibus leaves the School site. A more comprehensive check will be undertaken on a weekly basis.
- The Driver is legally responsible for the condition of the minibus when he is using it. In the event of an incident due to failure by the driver to carry out the safety routines prior to using the vehicle, then it is likely that the driver would be prosecuted.
- During the journey the driver must ensure that passengers remain seated, that seatbelts are worn at all times, and that student behaviour is up to the high standards expected. The driver is totally responsible for all his/her passengers en route
- At the end of each journey, the driver must complete the vehicle's logbook recording mileage etc., must ensure the bus is clean, tidy and the windows are closed. Any faults should be reported to the Bursar immediately
- Full details of the safety routine and of accidents and break down procedures are in the log book which is kept in the minibus glove box

### **C2.4 Bank Runs**

The majority of bank runs will be undertaken by external contractors, G4S

### **C2.5 Physical Education and Games**

All Physical Education and games are taught within the guidelines documented in the Physical Education Department Handbook which is available on "School on Homer". BAALPE guidelines and those of the ruling bodies of all sports taught are followed.

## **C2.6 Science**

CLEAPSS Model Science Health & Safety Policy L223 will be followed a copy of which will be found in the Science department

## **C2.7 Art and Technology**

Health and Safety policies for the Art and Technology Departments are based on Recommendations from KCC documentation. A copy of each policy can be found in the Art and Technology departments

## **C2.8 Electrical Plant and Equipment**

The Bursar will arrange for all portable electrical equipment to be checked annually.

## **C2.9 Trips and Visits Outside the School**

Please refer to School Visits policy, available on "School on Homer".

## **C3 MISCELLANEOUS PROCEDURES**

### **C3.1 Stress**

Counselling arrangements can be made via the Head teacher.

### **C3.2 Alcohol and Drugs**

Any suspicion that a member of staff, pupil or visitor is incapacitated by the use of alcohol or drugs must be reported to the Head teacher.

For all drug and alcohol related issues refer to the Drug Incident and Management policy which is available on "School on Homer"

### **C3.3 Display Screen Equipment (DSE)**

DSC risk assessment will be undertaken for appropriate staff and remedial action put in place where necessary.

### **C3.6 COSHH**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2004**”

Care will be taken in ordering supplies of hazardous substances and contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous materials must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

Regular checks will be made by the Bursar to ensure that no substances have been brought on to the site without his/ prior knowledge. Particular attention will be paid to cleaners' stores, technology areas and kitchens.

### **C3.7 ASBESTOS MANAGEMENT**

The Asbestos Register will be held at the Reception for visiting contractors to read and sign. The location of asbestos containing materials will be drawn to the attention of a contractor working on the fabric of the building at the planning stage. All staff who deal with contractors will understand their responsibilities with regard to the management of asbestos.

### **C3.8 WORKING ALONE**

Working alone with dangerous parts of machinery without recourse to assistance will not be allowed and no one **at high risk of injury** must work alone in school

### **C3.9 RISK ASSESSMENTS**

Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out carrying this out rests with the Bursar. The results of the risk assessments must be brought to the attention of those employees to whom they relate.

### **C3.10 TRAINING**

The Bursar is responsible for arranging safety training and/or refresher training.

Each member of staff is responsible for advising the Bursar of their own personal needs for Health and Safety training and for not undertaking duties unless they are confident that they have the necessary competence.

The Bursar is responsible for keeping records of the training which has been undertaken and having a system for ensuring that refresher training is undertaken within the prescribed time limits.

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