



pupil voice



respect



independence



dignity



entitlement



HEALTH AND SAFETY POLICY

THIS DOCUMENT IS AN APPENDIX TO THE
MAIN OVERARCHING POLICY HELD BY
NEXUS MULTI ACADEMY TRUST

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An academy within:



“Learning together; to be the best we can be”



Kelford School will, in accordance with Section 175 of the Education Act 2002 and Government Guidance 'Safeguarding Children and Safer Recruitment in Education' 2006, safeguard and promote the welfare of all children and young people at this school.

We recognise that the children and young people within our school are some of the most vulnerable within the country. We all have a duty of care for the wellbeing and welfare of our children and young people.

Kelford School is committed to ensuring the health, safety and welfare of its children, young people, staff and all people who are affected by its activities.

The school recognises its duty, firstly to protect the health, safety and welfare of its employees and pupils and, secondly, to ensure that others are not exposed to risks to their health and safety. The school also understands the importance of placing health and safety as a significant priority in day to day affairs.

To implement this policy, the school will, so far as is reasonably practicable, ensure:

- a) Safe equipment and systems of work are provided and maintained
- b) Hazardous substances do not present risks to safety or health
- c) Information, instructions and training are provided for employees and reviewed where necessary
- d) Adequate supervision is maintained
- e) Premises and workplaces are provided and maintained in a safe condition without risks to health
- f) The working environment is maintained in a safe condition without risks to health and adequate provision is made for welfare
- g) All its undertakings are carried out so that others are not exposed to risks to their health or safety

The school accepts that although the final level of responsibility for implementing the policy rests with it, each and every member of staff must take an active role in effectively implementing the policy. All members of staff are urged to co-operate fully in the measures the school will be taking as part of this policy in order to ensure that their work situations are as safe and healthy as possible.

Through good practice, leading by example and inclusion of Health and Safety in various aspects of the curriculum the school aims to foster an awareness of Health and Safety issues in all pupils.

The policy will also contribute to the school's Risk Management Strategy by minimising the human costs and financial losses that arise from avoidable accidents and their



consequences. The effectiveness of this policy and arrangements will be monitored and reviewed as and when necessary, but at intervals not exceeding 12 months.

Governors and the Senior Leadership Team are responsible for the management of health and safety within the school. Duties are delegated where appropriate. The competence and ability of staff to perform the required assessments and duties must be taken into account. See Appendix One for organisation structure chart identifying reporting lines.

The Senior Leadership Team (SLT) will ensure that:

- Health and safety is adequately financially resourced
- Risk assessments are completed and recorded for all activities, consulting and involving those carrying out the work. Risk assessments are reviewed and appropriate action taken
- Safe systems of work, preventative and precautionary measures, are in place for all operations and undertakings.
- Employees are aware of this policy and receive clear information and instruction on risks to their health and safety identified by the risk assessment and the safe system of work, preventative and precautionary procedures to be used
- Where considered appropriate, the Disciplinary Procedure is used for employees breaching health and safety procedures
- Employees receive health and safety training appropriate to their needs and capability on induction and on a continuing basis. Recognised training and accreditation schemes will be used where they are appropriate
- Employees are adequately supervised according to the level of risk of the work and the competence of the employees concerned
- Effective communication and consultation with employees is maintained. Staff are asked to report any concerns to a member of SLT
- Accidents, work-related ill health, dangerous occurrences and incidents of violence to staff are reported promptly, investigated and appropriate remedial action is taken
- Any work situation that threatens serious and immediate danger, any hazard or failure or inadequacy in health and safety precautions reported by employees or other persons are investigated and appropriate remedial action is taken

All members of staff are responsible for assessing the risks involved in all activities and taking all reasonable steps to ensure that facilities, premises, equipment, materials and systems of work satisfy health and safety requirements.

All school staff will ensure that:

- Risk assessments are completed and recorded for all activities, consulting and involving those involved.



All members of staff are required to take reasonable care for their health, safety and welfare and that of others who may be affected by their acts or omissions.

In particular members of staff will:

- Co-operate positively in following health and safety requirements
- Act in a responsible manner and in accordance with their training and instructions
- Contribute to the assessment of risk and the review and improvement of working methods
- Inform their immediate line manager of:
 - Any accident, involving injury, damage or near miss
 - Any work situation they consider to be a serious and / or immediate danger
 - Anything they consider to be a failure or inadequacy in the health and safety precautions relevant to their work
- Take appropriate, immediate emergency action where necessary having regard to their own safety and that of other people

For the purpose of this policy 'member of staff' includes, amongst others, supply staff, temporary workers, students on work experience and volunteer helpers.

Governors and the Headteacher will:

- Ensure that the school's Health and Safety Policy is up to date, operating and relevant
- Obtain or prepare and maintain the necessary codes of practice
- Give advice and assistance when necessary
- Carry out audits and inspections where necessary, reporting results and making recommendations for improvement
- Ensure that systems and procedures for health, safety and welfare are in place and are being complied with
- Stop or restrict operations being carried out where there are practices or circumstances which present a serious and / or imminent danger
- Ensure that systems are in place for the reporting, recording and investigation of accidents and violence to staff, using statistics to review health and safety
- Monitor accidents and incidents of violence to staff and, where necessary, investigate and report on them and on preventative measures to be taken
- Monitor legislation, regulations and published information and ensure that necessary changes are introduced
- Promote and publicise health and safety issues

The Governors and School will discuss any health and safety issues with Trade Union Representatives, those not belonging to a union, members of staff, parents and members of



the public. The school reports directly to the Well Being Link Governors. This governor reports back to the Local Governing Body and will:

- discuss Health and Safety issues
- ensure Health and Safety issues are addressed accordingly
- investigate potential hazards at the workplace
- carry out inspections of the workplace



Arrangements for Health and Safety

This section outlines the main hazards and key issues that are relevant.

Accident and Violence to Staff Incident Reporting and Investigation *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995*

All accidents / incidents, whether they result in injury, damage or 'near misses', are to be reported using the appropriate school accident / incident form or directly onto CPOMS (Child Protection Online Management System) as soon as practically possible. A member of the Senior Leadership Team will investigate each accident or incident and provide a written report. Injuries, diseases and dangerous occurrences will be reported to the Chief Executive Officer to inform the Health and Safety Executive (HSE). Information on the number of accidents, incidents, injuries sustained and location are provided to the Well Being Link Governor 3 times each school year.

The accident / incident forms to be used are:

- Accident Report Form (to a member of staff)
- Accident Report Form (to a pupil / young person)
- Health and Safety Concern Form

Asbestos

A previous Asbestos Management Survey has been carried out by RMBC and has been provided to our school in an Asbestos Register Folder. The Asbestos Register is completed each month by the School's Business Manager who assesses asbestos containing materials for damage. If any damage is present a report is made to the SLT and also the School's Buildings Manager who will advise on the procedure to follow to rectify the damage.

Any work carried out within school that involves the fabric or structure of the premises being disturbed must be agreed with Nexus MAT as property owner before the work begins. This includes everything from installing a shelf on a wall to the demolition and rebuilding of the premises, whether or not the work is being done by school employees, volunteers, or independently commissioned contractors.

Car Parking and Pedestrian/Vehicle Segregation *The Workplace (Health, Safety and Welfare) Regulations 1992*

The school is organised in such a way that pedestrians and vehicles can circulate in a safe manner.



All traffic routes are suitably indicated, where necessary, for reasons of health and safety. A site specific risk assessment has been carried out and includes, traffic movement within the site, pedestrian/vehicle segregation, car parking and how the routes are signed.

Some children and young people are brought to and from school by Corporate Transport which is under the responsibility of RMBC.

Construction Health, Safety and Welfare (CDM) Construction (Design and Management) Regulations 1994 and Construction (Health, Safety and Welfare) Regulations 1996

Any major building projects or refurbishment is usually carried out consultation with the School's Buildings Manager. Prior to commencement all projects involving building and construction should be evaluated for the application of CDM by the Building's Manager. Any smaller projects or refurbishment is managed by the School's Business Manager but is still carried out in consultation with the School's Buildings Manager who will give advice if needed.

All building and construction work should be carried out in a way that protects the health and safety of those working on the site and others. Members of the SLT or contracted managers are responsible for carrying out site inspections on an appropriate basis depending on the nature of the work.

Consultation with Employees Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996

The school will consult with the recognised trade unions and employee representatives, through the Health, Safety and Welfare Panel from RMBC. Consultation is to take place, where practicable, using existing procedures and in good time, so as to ensure effective consultation on matters which affect the employees

Contractors

Contractors carrying out work on behalf of the school should be required to demonstrate their health and safety competency through the submission of health and safety policies, method statements and risk assessments. Appointment of contractors should be carried out in accordance with the Trust's procurement procedures, or in consultation with the local authority, to ascertain whether call-off contracts are already in place to cover such areas of work. Where this is not possible, the school must ensure that the contractor that is proposed for carrying out the work has a current health and safety policy, has current suitable insurances in place, and where necessary has the appropriate qualifications, for example Gas Safe or NICIEC registered for work in connection with gas and electrical installations respectively.



Display Screen Equipment (DSE) *Health and Safety (Display Screen Equipment) Regulations 1992*

All staff should carry out an assessment on all DSE workstations used by students or themselves. Senior Leadership Team should ensure an assessment on DSE workstations used regularly by employees has been done and reviewed where necessary.

Electrical Appliances *Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998*

All members of staff must make informal visual user checks and inspections before using any electrical appliance and report any defects to the School Business Manager or Caretaker. The School's Caretaker is the competent persons that is responsible for the electrical testing and labelling of all portable appliances within school own premises. Portable Appliance Testing is carried out annually.

Emergency Lighting

Emergency Lighting is lighting that is installed in school to provide a degree of illumination when the normal lighting fails. In terms of fire safety, the most important component of an emergency lighting is the "escape lighting" which is provided to illuminate escape routes to an extent sufficient to enable occupants to evacuate the building in safety. These are routinely inspected and tested daily and monthly by the Caretaker and annually by a qualified electrician.

Enforcement of Health and Safety

The school is committed to ensuring that all contact with enforcement officers is recorded and matters of concern addressed. The enforcement agencies applicable are the:

- Health and Safety Executive
- Environment Agency
- South Yorkshire Fire and Rescue
- South Yorkshire Police
- RMBC Environmental Health
- Any other similar agencies

Fire and Emergency Arrangements *The Regulatory Reform (Fire Safety) Order 2005*

The Head Teacher, Senior Leadership Team and Site Manager as the responsible persons will undertake fire risk assessment in consultation with the School's Buildings Manager. Please refer to the Fire and Emergency Evacuation Policy for further information.



First Aid *The Health and Safety at Work (First Aid) Regulations 1981*

The school provides first aid services and facilities for members of staff, children, young people and others on the premises. The school will assess the need for qualified first aiders and training will only be carried out by HSE approved providers. Please refer to the First Aid Policy for further information.

Hazards to Health *Control of Substances Hazardous to Health Regulations 2002 (COSHH), Control of Lead at Work Regulations 2002 and Control of Pesticides Regulations 1986*

The school will ensure that any substance or process, which is hazardous to health, has been adequately assessed before using the substance or process. The Business Administration Team ensure that data sheets are provided with any purchases of hazardous substances. The school will ensure appropriate arrangements are in place for the use and disposal of medical and contaminated waste. Contaminated waste bins are found conveniently throughout school and in care or changing areas.

Legionella *Control of Substances Hazardous to Health Regulations 2002*

Pathogenic bacteria, including legionellae are deemed to be “substance hazardous to health” and therefore are subject to the assessment, prevention, control and monitoring. The school, in liaison with the School’s Business Manager, employs a suitable company to identify and assess the sources of risk; prepare a scheme (or course of action) for preventing or controlling the risk and implementing and managing the scheme. This is done by means of risk assessment and annual testing. Risk assessments should be updated every two years or earlier if circumstances change i.e. when any changes are made to the system. If after carrying out the risk assessment, it is considered that the risks are insignificant then no further action is needed other than to review the assessment periodically in case anything changes in the system. If a risk is identified which cannot be prevented, then proper controls must be introduced. In order to control the risks, it will be necessary to implement a successful management policy, have competent staff and ensure that proper control strategies are put in place. The significant findings from the risk assessment are kept in a folder and detail any monitoring or checking that is carried out. All of these records need to be kept for a minimum of five years.

Lifting Operations and Lifting Equipment and Manual Handling *Lifting Operations and Lifting Equipment Regulations 1998*

The school will ensure that all lifting operations are planned and managed appropriately and that all lifting equipment is inspected and tested in line with LOLER. For further information, please see the Safe Moving and Handling Policy.



Lone Working

The school recognises the fact that there are risks to employees working alone in the provision of its services. For further information, please see the Lone Working Policy.

New and Expectant Mothers *Management of Health and Safety at Work Regulations 1999*

The school recognises the increased risks to new and expectant mothers and will ensure that risk assessments are reviewed and revised where necessary when a pregnancy has been confirmed. Additional control measures will be applied for the duration of the pregnancy and breast feeding. Women will be informed by the school of any additional risks they may face as a new or expectant mother.

Personal Protective Equipment (PPE) *The Personal Protective Equipment Regulations 2002*

The school will be responsible for identifying and issuing PPE based upon a risk assessment relevant to the specific task. General items such as gloves, aprons and blue roll are regularly available throughout school and can be requested by Classes or Teams via completing an orange pro forma and handing this to reception. The school's Caretaker is responsible for the refilling of such items. The Well Being Team ensure that the areas of school that they work in and have responsibility for are well stocked. Other curriculum areas, such as horticulture, issue PPE based on the specific activities.

Playground and Gymnasium Equipment

Due to the very use that PE equipment is put to it carries a high risk and requires regular inspection. British Standard 1892 Part 1 2003 states "an inspection should be carried out at least once a year". There are also British Standards to cover playground equipment (BS 5696) and for surfaces (BS 7188 and 7044) outside play areas should comply with BS5696. The school's PE equipment is annual inspected by an external provider and the records are kept with the Business Administration Team.

Risk Assessment *The Management of Health and Safety at Work Regulations 1999*

Members of the SLT, Class Teachers and other staff will ensure that risk assessments are undertaken, maintained and reviewed for all activities. For further information, please see the Risk Assessment Policy.

Reporting Health and Safety Issues

The school recognises the role of members of staff in health and safety and encourages them to report matters of concern regarding health and safety to the School's Business Manager or another member of the Senior Leadership Team. Maintenance issues can be reported to the Caretaker directly.



Safety Signs and Signals *The Health and Safety (Signs and Signals) Regulations 1996*

The school will ensure that where necessary appropriate signs and signals are provided to indicate safe conditions, prohibitions, mandatory control measures and specific hazards e.g. first aid, fire escape routes

Terrorism *The Management of Health and Safety at Work Regulations 1999*

The school acknowledges the threat of terrorism and will ensure that in the event of a specific threat procedures are in place for employees to be informed of the threat and the steps to be taken to protect them. Where necessary, this may include evacuation to a safe place. For further information, please see the Fire and Emergency Evacuation Policy and Critical Incidents Policies.

Trainees, Agency Workers and Seconded Workers *Management of Health and Safety at Work Regulations 1999*

The school recognises its responsibilities for temporary, agency or seconded employees and trainees on work experience. A risk assessment for such activities has been conducted and all temporary, agency, seconded or work experience members of staff are subject to an induction on their first day of work. The Assistant Headteacher (5-14) and School Business Manager organise such placements and have responsibility for ensuring that all placements are fully aware of necessary school policy and procedure.

Training

All members of staff are trained in key areas of their work. The school operates rolling programme of mandatory training which includes the following areas:

- Induction training
- Moving and Handling training
- Team Teach training
- First Aid training
- Basic and Advanced Feeding training
- Makaton training
- Medical needs (including Epilepsy, Gastrostomy, Asthma, Anaphylactic Shock, Infection Control)
- Administration of Medication training

Team Teach

Only those that have received Team Teach training can handle children or young people that are presenting challenging behaviour.



Moving and Handling

Only those that have received both theory and practical moving and handling training can lead or assist in any moving or handling of children or young people. For the pushing of wheelchairs staff must have received at least theory training. If it is the case that a member of staff has not received moving and handling training but needs to push a wheelchair or buggy, then they should receive proper instruction prior to doing so and an assessment of risk should be carried out.

Training from other establishments / centres

If a member of supply staff has received Team Teach training outside of Kelford School, then their training certificate should be seen by school. However, the above still applies and members of staff need to be familiar with our children and young people. Only those that have received Moving and Handling training from Rotherham's Local Authority can move and handle children and young people and their certificate should be seen by the school. All training certificates must not have expired 3 years.

Training for administration of medications and emergency care for pupils

Some of our children and young people have complex health care needs and require additional medical intervention. School staff are trained, if willing, in the administration of medications to children and young people and also for emergency care such as Epilepsy Rescue Medication. All training will be received by a health care professional who will authorise our staff to carry out such emergency procedures. A risk assessment will be put in place for each individual need.

Violence to Staff

The school recognises the fact that there are risks to members of staff in the provision of its services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work. Members of staff will report the risk of aggression, violence or potential violence in specific areas and situations and supported by members of SLT take all reasonably practicable measures to eliminate or reduce the level of risk. Staff are not expected to go alone into a potentially dangerous situation or unnecessarily put themselves at risk. For further information, please see the Use of Reasonable Force Policy.

Visitors and the Public



The school will ensure that risk assessments take account of visitors and the public. Precautions should be taken to ensure that they are not endangered by any work activity, facility or provision made by the school.

All visitors must sign in when entering the school and sign out when exiting. For further information, please see the Visitors to School Policy.

Water and Surface Temperature Restrictions *Education (School Premises Regulation) 1999*

There is a risk of scalding to individuals from surface areas such as radiators and hot water pipes and from water which is too hot at point of use, for example, washbasin and baths. The school ensures that the temperature of water at point of use should be not above 43°C for washbasins. Under these regulations, also, the surface temperature of any radiator, including exposed pipework, which is in a position where it may be touched by a pupil should not exceed 43°C. To ensure that these temperatures are maintained the school employs an external company to check all water temperatures and report any defects to the School Building's Manager on a monthly basis. In addition to this, all showers are subject to more frequent temperature control checks and cleaning.

Waste Management *The Environment Protection Act 1990 and Associated Regulations*

The school will ensure that appropriate procedures are implemented to manage waste and comply with the duty of care. The school actively recycles cardboard, paper and plastic and has made arrangements for this to be collected weekly. All other waste is collected weekly and is contracted to RMBC. Contaminated waste is solely handled by the Caretaker and is stored securely from other waste. This is also collected weekly by an external company.

Work Equipment *The Provision and Use of Work Equipment Regulations 1998*

Work equipment means any appliance, apparatus, machinery, tool or installation for use at work, whether exclusively or not. Examples include photocopiers, computers, furniture, steps and ladders, lifting equipment, hand tools and power tools of all types. The school will ensure that all work equipment is fit for purpose, properly used, inspected and maintained and that anyone using equipment will receive sufficient information, instructions and, where necessary, training in the use of that equipment

Workplace Health, Safety and Welfare *The Workplaces (Health, Safety and Welfare) Regulations 1992*

Workplace health, safety and welfare includes heating; lighting; ventilation; gas; electrical and water installations; asbestos; flooring; windows; toilets and facilities for meals etc. The Caretaker will ensure that the above are in working order and are inspected and tested



regularly. If any member of staff has any concerns they must reported them to the Caretaker or School's Business Manager.

Working Safely

No member of staff will be expected to carry out any activity which poses an unacceptable risk either to themselves or to others persons and must assume responsibility for working safely within the limits of their competence and training.



Appendix One

Organisation Chart

