

## **HEALTH AND SAFETY POLICY**

### **1.0 INTRODUCTION**

This document defines the Health and Safety Policy of Kingsgate Education Ltd for protecting the health, safety and welfare of our employees at work and others who may be affected by our work activities.

We recognise to achieve a sustainable health and safety system, we must;

- State our general Policy on health and safety
- Ensure employees are aware of the Policy and are adequately trained, competent and clearly understand their health and safety roles and responsibilities
- Plan health and safety into all of our operations
- Ensure health and safety arrangements maintain a safe working environment and achieve legal compliance
- Monitor, review and revise the health and safety system regularly.

The Health and Safety Policy is supported by detailed health and safety responsibilities of key employees and an outline of our health and safety arrangements. Further details of the health and safety arrangements are contained in the individual health and safety Policies.

The Health and Safety Policy, procedures and risk assessments are maintained on the company's management system, Behaviourwatch and will be reviewed annually by Health and Safety in consultation with and Safety Advisers and Managers, or if there are any significant changes to the way we work.

### **2.0 HEALTH AND SAFETY POLICY STATEMENT**

Kingsgate Education Ltd Health and Safety Policy is to take all reasonable and practicable steps to promote a safe working environment for our employees. We consider the requirements of the Health and Safety at Work Act 1974, the Care Standards Act 2000, the National Minimum Standards (NMS) and other statutory provisions to be the minimum standards to be applied to the service we provide.

We provide adequate and appropriate information, instruction, training and supervision to enable employees to positively contribute to managing health and safety at work.

We also recognise that other people may be affected by our activities, for example, those in our care, visitors, contractors and members of the public and accept our responsibility to provide appropriate levels of safety for them.

Where risks to health and safety health need to be assessed under a specific legal duty, we will ensure that a suitable and sufficient risk assessment is carried out and actions shown to be necessary will be implemented. Should any of our activities present a significant risk they will be regularly monitored and if necessary, arrangements for an occupational health service to be made available.

We aim to minimise the risks created by work activities by organising ourselves in a way that secures involvement and participation at all levels of the Company. Safety performance will be measured against our pre-determined standards.

A consultation process is in place with employees to discuss health and safety matters that directly affect work activities.

Adequate resources are allocated to implement this Policy within a reasonable time and management commitment to this Policy will assist in the development of a positive health and safety culture.

### **3.0 HEALTH AND SAFETY RESPONSIBILITIES – Needs Assessment**

Kingsgate Education Ltd recognises that as an employer the Company and its employees have prescribed statutory duties. All employees are made fully aware of their responsibilities and role in contributing to maintaining a safe working place.

#### **3.1 Director**

The Managing Director will:

- Be directly accountable for all health and safety matters within the Company
- Delegate appropriate authority to Health and Safety Coordinator / School Business Manager
- Liaise with Health and Safety coordinator to ensure arrangements for safety and training are adequate and appropriate
- Make channels of communication available to employees so health and safety concerns can be raised, debated and appropriately resolved
- Allocate adequate resources to implement the Policy within a reasonable time
- Ensure senior management commitment to the Policy
- Review and monitor safety performance
- Promote a positive safety culture through appropriate support and encouragement.

#### **3.2 Board of Governors**

Board of Governors must ensure they fully understand and follow the Health and Safety Policy and Procedures, specifically they will:

- Be directly responsible and accountable for all health and safety matters within their school
- Delegate appropriate authority and accountability to each Head teacher.
- Liaise with Health and Safety and the Head teacher to ensure all arrangements for safety and training are adequate and appropriate
- Make channels of communication available to employees so that health and safety concerns can be raised, debated and appropriately resolved
- Ensure that the Health and Safety Executive (HSE) have been notified of reportable injuries, diseases or dangerous occurrences required under RIDDOR or other statutory requirements
- Review and monitor performance, procedures and responsibilities to ensure the health, safety and welfare of all employees and others affected by our activities
- Monitor that suitable and sufficient risk assessments are carried out and any necessary control measures implemented
- Promote a positive safety culture through appropriate support and encouragement
- Review the type and frequency of accidents and near miss events.

### 3.3 Head Teachers

Managers must ensure they fully understand and follow the Health and Safety Policy and Procedures, specifically they will:

- Be responsible for implementing the Health and Safety Policy and Procedures and ensure this is brought to the attention of all employees
- Co-operate with Health and Safety on matters affecting health, safety and welfare
- Ensure that health and safety training needs are identified and programmed for action
- Carry out suitable and sufficient risk assessments necessary to control risks and implement measures to reduce the risk
- Carry out risk assessment reviews annually or if there have been significant changes to any work activity
- Report any building related issues to their Governing body/Director.
- Promote a positive safety culture through appropriate support and encouragement
- Ensure that fire safety arrangements meet the required standards of Fire legislation including record keeping, regular fire safety checks and evacuation drills carried out
- Ensure that adequate first aid can be provided during all work hours and that employees know what to do in the event of accident or illness
- Ensure all accidents and near miss events are reported and recorded
- Report any major injuries, diseases or dangerous occurrences to the HSE under to Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) or other statutory requirements within the required time scale
- Provide a termly report to Health and Safety Governor reporting any incidents of note at the time of occurring
- Comply with all statutory food safety standards
- Ensure standards of care provided in the school are for the benefit of people in our care
- Ensure only those with the relevant competency dispense medication
- Ensure the premises, its equipment and services are fit for purpose and routinely maintained
- Ensure any contractor working on the premises complies with the Contractors Policy and Procedure
- Ensure the cleanliness and hygiene standards stipulated for all areas in line with environmental health guidelines
- Ensure all food handlers have successfully completed the Basic Food Hygiene Certificate
- Make channels of communication available so that health and safety concerns can be raised, discussed and appropriately resolved
- Review and monitor performance, procedures and responsibilities to ensure the health, safety and welfare of all employees, people in our care and others affected by the activities
- Follow safe working practices and ensure all employees are suitably instructed
- Promote a positive safety culture port and encouragement
- Ensure asbestos management is in place
- Ensure Business Continuity Plan documents are in place, regularly reviewed and practised.

### **3.4 School Business Manager**

The Business Manager is responsible for providing support to the Head teacher in his/her absence by covering their health and safety responsibilities detailed above, as well as specific health and safety responsibilities to:

- Ensure they fully understand and follow the Health and Safety Policy and Procedures
- Ensure fire procedures are in place and practised regularly, maintain fire log records recording details of tests, training and evacuation drills
- Maintain adequate first aid cover during all work hours and ensure employees and residents know what to do in the event of accident or illness
- Ensure all accidents and near miss events are recorded and reported
- Ensure employees and people in our care are aware of how they can raise safety matters and have them investigated
- Ensure employees are aware of the channels of communication available for their use and where safety matters can be raised
- Ensure cleanliness and hygiene standards are maintained throughout the school
- Ensure kitchen safety controls are followed
- Maintain a kitchen cleaning schedule
- Implement food safety controls and maintain relevant records through all stages of food handling from receipt to service
- Maintain a pest control regime
- Promote a positive safety culture through appropriate support and encouragement.

### **3.5 Health and Safety – (Peninsula)**

Health and Safety specific responsibilities are to:

- Implement the Health and Safety Policy and Procedures consistently across the company
- Ensure the Company complies with health and safety statutory provisions and standards
- Support Managers and Safety Advisers on matters affecting health, safety and welfare within the workplace
- Ensure consultation process is followed
- Identify specific health and safety training needs and consult with the Training Coordinator
- Monitor the completion of risk assessments carried out by Managers
- Ensure recorded injury accidents are reported to the appropriate authorities
- Monitor communication channels to raise health and safety concerns
- Review and monitor safety performance to ensure the health, safety and welfare is maintained, including accidents and near miss reports
- Escalate concerns of non-compliance to senior management
- Prepare an annual health and safety report
- Liaise with the enforcing authorities as necessary
- Promote a positive safety culture through appropriate support and encouragement.

### **3.6 Safety Adviser - SBM**

Kingsgate Education Ltd has committed to provide a healthy and safe place for employees and people in our care. A key part of the Safety Management System is to ensure Safety Advisers are provided with sufficient information to support their Manager to ensure our workplaces are health and safe compliant and achieve legal requirements. The Safety Advisers are acknowledged as Representatives of Employee Safety under the Health and Safety (Consultation with Employees) Regulations 1996.

Safety Advisers' specific role is to:

- Report any health and safety hazards to their Manager that could affect the group of employees they represent and ensure employees are informed of responses and actions
- Assist the Manager to carry out health and safety risk assessments specific to the workplace
- Encourage employees to report all accidents and near misses events
- Assist in any accident or near miss event reporting and subsequent investigation within their service
- Undertake quarterly health and safety audits
- Carry out regular workplace inspections and report any hazards to the Manager in a timely way
- Represent the group of employees in consultation with management on health and safety issues
- Represent employees in consultations with the enforcing authorities during a workplace inspection or investigation
- Attend Safety Advisers training and meetings
- Ensure information relating to inspections, accidents and near miss events are provided to Health and Safety on time
- Support in the induction of new employees covering the health and safety aspects of induction
- Assist in completing the Business Continuity Plan documents and keeping them up-to-date.

### **3.7 Employees**

All employees have specific health and safety responsibilities to:

- Comply with the Health and Safety Policy and Procedures
- Report any safety hazard within the workplace or malfunction of any item of equipment to a senior member of staff
- Conform to written or verbal instructions to ensure personal safety and the safety of those in our care and others
- Report and record all accidents and near miss events on the Kingsgate Education Ltd accident/near miss form, whether or not an injury is sustained
- Comply with all hazard/warning signs and notices displayed on the premises
- Remove or warn others of a hazard e.g. spillage, in the appropriate way
- Notify the Manager of any accident/near miss event where damage to the Company's property is caused
- Ensure clothing and footwear are suitable for the particular working environment or occupation

- Conduct themselves in an orderly manner and refrain from any form of behaviour, which could lead to accidents or injury
- Attend as requested, any health and safety training courses
- Take care for the health and safety of themselves and any other persons who may be affected by their acts or omissions at work
- Co-operate with Managers to enable them to provide a safe working environment and ensure legal compliance
- Not intentionally or recklessly interfere with, or misuse, any item provided in the interests of health, safety and welfare.

### **3.8 Consultation**

Safety Advisers represent the views of Kingsgate Education Ltd employees on health and safety matters and should be consulted by the Company's Management on the following:

- Any changes that may substantially affect the health and safety of employees e.g. procedures, equipment, and ways of working or working environment
- Arrangements for appointing a competent person to advise the Company's Management on health and safety legal requirements
- Risks identified in health and safety risk assessments and subsequent protective measures to be implemented, monitored and reviewed
- Emergency procedures e.g. fire precautions, emergency evacuation
- Planning of health and safety training and information for employees and Safety Advisers
- The health and safety consequences of introducing new technology.

The Director will ensure consultation on health and safety arrangements takes place with Safety Advisers as necessary through Health and Safety and the Governing body as appropriate.

## **4.0 ARRANGEMENTS FOR HEALTH AND SAFETY**

### **4.1 Health and Safety**

This section of the Policy specifies the general health and safety arrangements for the attention of all employees.

### **4.2 Risk assessment**

It is our Policy to ensure, as far as is reasonably practicable, that all required tasks and activities are carried out with the minimum of risk to our employees and others. Where a residual risk remains, a risk assessment will identify a safety standard implemented.

Managers are responsible for carrying out risk assessments and communicating the safety standards required to reduce the risk to employees and others.



### **4.3 Personal safety**

We aim to provide all reasonable support and guidance to raise awareness and develop personal safety strategies. We will not tolerate bullying and/or harassment at work and employees are instructed to report any such events to the Manager, and if the complaint is about the manager then the member of staff should go to the Chair of Governors.

We will secure entrances in a manner, which is appropriate for the people in our care.

Employees are instructed to provide comprehensive information when away from the work place e.g. accompanying a person in our care, conducting an assessment, banking money etc., so that the senior person knows their whereabouts and estimated time involved.

Maintenance employees must inform the senior staff member if they are undertaking high-risk activities when they are working alone.

The Head Teacher maintains a daily log of all staff in the school and a book for visitors to sign in/out, as well as a register of pupils attendance.

### **4.4 Manual handling**

We will provide adequate manual handling mechanical aids such as trollies, people handling aids where required and ensure adequate training and instruction will be given to all employees as necessary. Specific task and people handling risk assessments will be carried where appropriate. Training and advice is available from the Manual Handling Trainer.

### **4.5 Hazardous substances**

We will ensure that we make every effort to ensure that all employees are protected as far as is reasonably practicable from the hazards posed by any substances we may work with. Risk assessment will be carried out for substances that we are likely to come into contact with including any substances labelled as dangerous (toxic, very toxic, harmful or irritant), or clinical waste.

### **4.6 Management of behavioural intervention**

Where we have children with social, emotional and behavioural difficulties in our care we will ensure that our employees are trained in techniques that enable them to intervene in a safe manner.

Guidelines on interventions and managing challenging behaviours can be found in the Services Policies and Procedures Manual. PRICE training is organised by the SBM.

### **4.7 Working with people in our care**

Working with children who have SEMH difficulties will often involve working in very different situations e.g. working alone, in kitchens. Before any activity is undertaken a full risk assessment will be carried out.

#### **4.8 Workplace**

Good standards of ventilation, temperature and lighting are provided. Mechanical heating and ventilation systems are maintained and inspected to ensure they remain suitable and sufficient.

#### **4.9 Work equipment and machinery**

It is our Policy to ensure that all work equipment and machinery is suitable for its intended purpose and provide adequate training in its use. All work equipment is maintained on a planned basis. Service records are retained on *SharePoint/Health and Safety/Service folder/Work equipment*.

#### **4.10 Electricity**

We will ensure that all Company supplied electrical equipment is properly constructed, installed and maintained and that installations are suitable for the environment in which they are used.

Employees are not permitted to use any electrical equipment or systems unless they are competent, trained and equipped to use the equipment. All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

Where a fault is detected on any client or company owned electrical item, employees must inform their line manager so that the defective item(s) can be removed from use for repair or replacement.

Where equipment is used out of doors we will ensure that equipment used will be 110 volt or be supplied via a residual current device.

#### **4.11 Gas safety**

Kingsgate Education Ltd will ensure that all gas installations are routinely serviced and maintained by a Gas Safe registered engineer. All service and maintenance records are retained in the school. Gas safety certificate is uploaded on *SharePoint/Health and Safety/Service folder/Gas safety records*.

We are aware that we have a duty to ensure that any gas appliance or installation is maintained in a safe condition that will not cause harm. We will ensure that any required work will be carried out by a Gas Safe registered engineer and will ask Gas Safe to supply any proof of registration if necessary.

#### **4.12 Fire safety**

Fire is one of the greatest threats to life and property with sources of ignition existing in every work area. The prevention of fire is of vital importance, most fires are caused by negligence, carelessness or ignorance. A high standard of fire awareness, common sense and good discipline will keep the danger of fire to a minimum.

All Kingsgate Education Ltd premises have Fire Risk Assessment carried out by a competent contractor. The Head teacher ensures the Fire Evacuation Plan is in place and fire log records are maintained. Regular fire evacuation drills are carried out.



#### **4.13 Administration of drugs**

Persons in charge of schools should be aware of the relevant statutory requirements regarding the safe keeping, administration, recording and disposal of drugs.

#### **4.14 Alcohol, drugs and solvents**

Any employee who reports for duty under the influence of alcohol or illegal drugs, brings an alcoholic beverage or illegal drugs into the school or consumes alcoholic beverage or illegal drugs while on duty may be subject to disciplinary procedures which could lead to (summary) dismissal.

#### **4.15 Stress**

We aim to raise awareness to workplace stress and will provide Management support to minimise its effects. Managers must ensure that all employees are supervised at least six-weekly or more often if the situation dictates. Additional advice and support is available from BrightHR/ Peninsula help line.

#### **4.16 Notifiable diseases**

The Public Health Regulations lists diseases that are Notifiable. Some of the more common disease that must be notified e.g. Meningitis, Mumps, Scarlet fever.

Further advice regarding this matter may be sought from Health and Safety. For more guidance and a full list of Notifiable Diseases see *Children's Services Notifiable Diseases Policy*.

#### **4.17 HIV/Aids/Hepatitis B**

Kingsgate Education Ltd Policy and guidelines regarding these diseases are contained in the *HR HIV AIDS Good Practice Guidelines*.

#### **4.18 Smoking**

There is a No Smoking Policy in all the Company's premises, and vehicles.

It is acknowledged that many people in our care or young people smoke and it is our aim to help them to reduce and/or break the habit. This will be achieved by not allowing them to smoke during the school day and by educational programmes that make them more aware of the dangers of continued smoking. Advice is taken from the medical profession and the use of 'stop smoking' aids will be encouraged.

#### **4.19 Communication**

Health, safety and welfare information is regularly provided to Managers, Safety Advisers and cascaded to employees.

Relevant Policies and Procedures are brought to their attention at induction and if there are any significant changes that would affect the way they work.

#### **4.20 Consultation**

The Safety Advisers meet once a year to discuss and review health and safety arrangements. The meeting is led by Health and Safety Governor. Health and Safety is on the agenda of all School employees and Management meetings.

#### **4.21 Training**

Health and safety training is a mandatory requirement. We recognise that competent employees at all levels can make a more effective contribution to health and safety, by actively participating in improving health and safety standards. All employees are required to complete the e-learning health and safety programme organised by the Training Coordinator.

Training needs are reviewed as a result of job changes, promotion, new technology and following performance appraisals. All new employees receive induction and foundation training. Individual training and personal development records are maintained.

#### **4.22 Accidents and Near Miss Events**

Employees are instructed to report all accidents and near miss events involving themselves or others. Damage to property must also be reported, as this could be an indicator of a near miss event trend.

Managers are responsible for ensuring all accidents and near miss events are recorded and reported to the relevant authorities within a specified time. Managers are also responsible for carrying out an investigation to prevent a recurrence.

Serious injury accidents will be investigated by Health and Safety Governor who will carry out a detailed investigation and report

Monthly accident reports are monitored by Health and Safety Governor/Peninsula.

#### **4.23 Emergency Procedures**

An emergency is defined as any situation that presents imminent danger and would include any of the following services responding:

- Ambulance
- Police
- Fire and Rescue service
- Utility services e.g. gas, electricity, water.

The Manager and Safety Adviser must be informed of any emergency situation and the incident must be recorded and reported as necessary.

#### **4.24 First Aid**

All staff complete online First Aid training as part of mandatory training units. Additionally qualified First Aiders are available. Managers are responsible for maintaining adequate cover.

The School Business Manager is responsible for organising first aid training.

#### **4.25 Contractors**

All contractors are required to produce suitable and sufficient risk assessments before they carry out any work on Kingsgate Education Ltd premises. The risk assessments should be reviewed by a competent person employed by the Company, any concerns should be discussed between the contractor and Manager.

Details of risk assessments that may impact on the safety of contractors should be discussed before they start work e.g. maintaining client group safety.

#### **4.26 Asbestos**

Asbestos Containing Materials (ACMs) will be identified at all Company premises and a designated person will be responsible for the management of asbestos on the individual Company premises adhering to the asbestos management plan content. A system will be in place to ensure ACMs are identifiable through suitable risk register and regular inspections carried out.

#### **4.27 Monitoring and Review**

It is an essential part of the Kingsgate Education Ltd management system to monitor and review safety performance and Managers have specific responsibilities to carry out periodic health and safety monitoring.

Health and Safety is included within daily meetings and weekly team meetings with staff team.

Health and Safety Governor will complete a planned Health and Safety Audit throughout the school year and feedback at appropriate Governors meeting.

The Director will arrange Health and Safety- Peninsula to carry out full health and safety audits as necessary.

#### **4.28 Complying with the law**

The Health and Safety at Work Act 1974 aims to control the risks to the health and safety of our employees, and any other person who might be affected by our work activities. Subsequent Regulations define specific areas of risk and control measures.

Kingsgate Education Ltd will endeavour to understand the requirements of all relevant legislation to ensure compliance along with other legislation and quality standards that cover the activities of the Company services.

Further advice on specific health and safety legislation can be obtained from Health and Safety-Peninsula.

#### **4.29 Disciplinary action**

An employee may be liable for disciplinary action if he/she is found to have acted in breach of Kingsgate Education Ltd Health and Safety Policy

- Practical jokes or antics, which could cause accident or injury
- Misuse of any facility provided, whether it be for employees or for those in our care
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence

- Failing to report any medical condition which may prejudice the health of employees, or others who may be affected
- Misuse of drugs or alcohol, which may affect the health or safety of other employees, or those in our care
- Any form of physical or sexual misconduct towards either colleagues or those in our care
- Any form of harassment or bullying of colleagues or people in our care
- A serious or wilful breach of safety or food hygiene rules
- Unauthorised operation of any item of equipment, or interference with any protective device
- Wilful damage to, misuse of, or interference with any item provided in the interests of health, safety or welfare at work
- Any matter involving the issue, dispensing or and disposal of drugs or medicines when not authorised
- Unauthorised removal of any property belonging to the school, belonging to those in our care, or other colleagues, which could cause accident or injury.

**Tim Rogers**  
**Director**  
**Kingsgate Education Ltd**  
**Sept 2018**