



Health and Safety Local Policy

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September 2022 by RO
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Policy linked to;

- Kingsgate Education Ltd H&S Policy

This Health and Safety policy is written to support the education site at Kingsgate School. It is written with a direct link to the central Kingsgate Policy for Health and Safety.

Overview of local procedure need

Kingsgate recognises its responsibility to promote a culture where H&S is discussed in an open and positive manner, in order to achieve and maintain the highest possible standards and safe methods of work.

Without prejudice to the generality of the above, Kingsgate will ensure, as far as reasonably practicable, that:

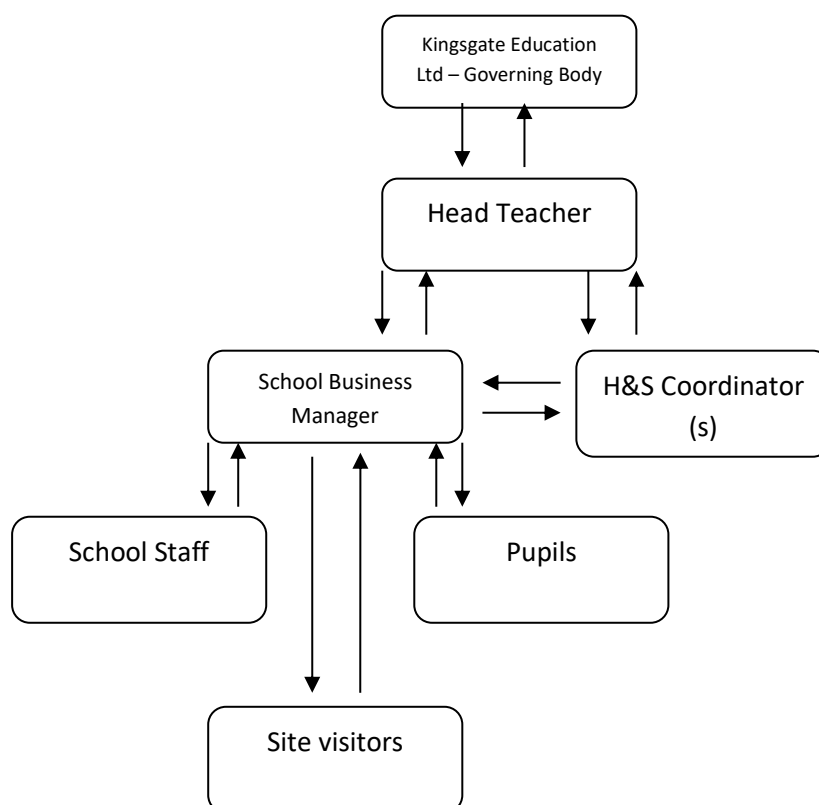
- Plant, equipment and systems of work are safe and without risks to health;
- The handling, storage and/or transport of articles and substances will be safe and without risk to health;
- Information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, visitors, site users and those who are affected by the work of the school;
- The site is maintained in a safe condition and without risks to health;
- Access to and egress from the site and to all places or work on site are maintained in a condition that is safe and without risks to health;
- A working environment is provided that is safe and without risks to health;
- There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors/site users;

Part two of the Health and Safety policy identifies those staff and individuals with specific Health and Safety responsibilities.

Kingsgate Education Ltd/ Governing Body	<ul style="list-style-type: none"> ▪ hold a central over-reaching local procedure with regards to Health and Safety on all of their sites.
School Head Teacher (HT)	<ul style="list-style-type: none"> ▪ Has overall responsibility for Health and Safety across the site; ▪ Ensure that management standards adequately reflect legal requirements for H&S and are consistent with Kingsgate Education Ltd H&S standards and procedures and human resources policies; ▪ A local health and safety organisation and arrangement/statement is produced, outlining the allocated H&S responsibilities of staff within the site; ▪ Appoint an individual to co-ordinate H&S across the site, who receives the relevant training as specified by Kingsgate Education Ltd standards and attends seminars and briefing sessions, when arranged; ▪ In conjunction with the H&S coordinator, produce a Health and Safety plan which identifies the necessary resources for its implementation; ▪ Organise and oversee specific meeting opportunities for H&S to be raised and discussed; ▪ Report any RIDDOR reportable incidents and subsequent visits/recommendations from enforcing authority;
H&S Coordinator	<ul style="list-style-type: none"> ▪ Receive and disseminate all relevant H&S information to staff; ▪ Advise HT and SBM with regards to action to comply with all relevant H&S legislation; ▪ In consultation with HT and SBM, set timescales and ensure work is carried out and completed to meet requirements of H&S legislation;

	<ul style="list-style-type: none"> Conduct regular reviews of H&S procedures across the site, making recommendations to HT and SBM;
School Business Manager (SBM)	<ul style="list-style-type: none"> Produce a School based H&S local procedure/action plan; Risk assessments of activities undertaken written and reviewed on a regular basis to ensure they are valid; Ensure safe systems of work across the site are in place on a day-to-day basis; In consultation with the H&S coordinator undertake regular H&S review audits and plan accordingly; Report all required incidents in-line with Kingsgate Education Ltd procedure and strategy; Ensure H&S is an agenda item for all forthcoming meetings; Ensure that staff have access to and attend relevant training Budget accordingly for H&S developments;
Other staff	<ul style="list-style-type: none"> Take reasonable care for their own H&S at work and that of other persons who might be affected by their acts; Comply with Kingsgate Education Ltd instructions; Report any concerns immediately to their manager and/or H&S coordinator; Cooperate with manager in respect of all H&S elements; Not to interfere with or misuse anything provided to safeguard their health and safety; To ensure all vehicles owned/operated by Kingsgate School are maintained in a safe condition and that regular checks are undertaken;
Pupils	<ul style="list-style-type: none"> Comply with school rules relating to general behaviour; Take note of and comply with information provided for safety with regards activities undertaken; In the case of an emergency remain quiet, listen and obey to all instructions by staff; Not to misuse anything provided for H&S reasons;

School Structure and lines of communication



Arrangements

1. Accident and Incident reporting/recording

1.1 Students:

A qualified first aider will complete a First Aid/Accident Slip on the company online management system, Behaviourwatch.

1.2 Staff:

A qualified first aider will complete a First Aid report form (found in the office).

1.3 Visitors:

A qualified first aider will complete a First Aid report form (found in the office).

1.4 Behaviour incidents:

An entry to the Behaviour Report slip within the school online management system, Behaviourwatch will be made within 24hours of the incident. The report must be written by the staff member(s) involved. The incident is recorded on the schools internal data base.

2. Computers

Please refer to an Acceptable use Local procedure.

3. Contractors on site

All contractors on site must be supervised by a member of Kingsgate School staff at all times.

4. Competency

Head teacher will ensure that all staff are trained to an appropriate level before they are asked to have direct contact with pupils and lead activities.

5. E-Safety

Please see Kingsgate E-safety policy

6. Electrical safety

5 year fixed wiring certificates in place. All electrical items annually PAT tested

7. Fire

7.1 Fire Drills

Kingsgate School comply with the required fire drills and evacuations rehearsals. School evacuations are completed 3 times during the course of the year (Autumn, Spring, Summer).

7.2 Fire Alarm

Fire alarms are tested on a weekly basis from varied call points

7.3 Fire Extinguishers

Fire extinguishers are located across the site and are marked/registered

8. First Aid

Please refer to first aid policy

9. Hazardous substances

All use of hazardous substances will follow in accordance with COSHH and specific Risk Assessments. All staff dealing with hazardous substances must have had relevant training.

10. Induction

All staff participate in an induction period and process that incorporates the key aspects of Health and Safety across the site.

11. Infectious diseases

Please refer to the Infectious diseases policy

12. Manual Handling

Please refer to Kingsgate Education Ltd H&S policy, all staff to receive training on manual handling.

13. Risk Assessments

All activities undertaken/environment within the school will be covered by a Kingsgate specific Risk Assessment.

14. Safeguarding

Please see designated safeguarding policy, practice and procedures

15. School trips

Please refer to the educational visits policy

16. Transport

All staff must meet the requirements set out in the H&S policy, including an Authorisation to drive on Kingsgate business.

17. Working at height

Please refer to Kingsgate Education Ltd H&S policy on where and when staff can work at height.

18. Subject specific arrangements

All subjects delivered across site, hold and maintain a specific subject policies. Within each local policy is designated H&S content in relation to the specific subject area and curriculum delivery.