



## **HEALTH AND SAFETY INFORMATION FOR ALL STAFF**

All employees have a duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of themselves and of other persons who may be affected by their work. They should co-operate with their employer as regards any duty or requirement imposed on the employer under the relevant statutory regulations.

The health and safety of students in classrooms, laboratories, workshops and physical education areas is the responsibility of class teachers. If for any reason, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head teacher or Health and Safety Coordinator before allowing work to take place.

### **Class teachers are expected to:**

1. exercise effective supervision of students and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines or the KAHSC Safety Series and website guidance, if issued, and to ensure that they are applied.
3. follow safe working procedures personally.
4. require the use of protective clothing and guards where necessary.
5. make recommendations to their Head teacher or Health and Safety Coordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
6. integrate all relevant aspects of safety into the teaching process
7. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
8. report all accidents, defects and dangerous occurrences to their Head teacher or Head of Department.
9. report any situations which are causing or are likely to cause work related ill-health (e.g. stress) and work with Senior Managers to bring about a successful resolution to issues raised.

### **All employees must**

1. make themselves familiar with the contents of the Health and Safety Policy.
2. keep up-to-date with all current safety requirements and/or safety advice that affects their particular area of work, and seek competent advice if required.
3. comply with any control measures put in place as a result of risk assessments carried out within the school
4. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
5. observe all instructions on health and safety issued by School or any other person delegated to be responsible for a relevant aspect of health and safety i.e. Kym Allan Health and Safety Consultants Ltd.
6. take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device.
7. use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.

8. report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
9. co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties.
10. inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements.
11. exercise good standards of housekeeping and cleanliness.
12. know and apply the procedures in respect of fire, first aid and other emergencies.
13. co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered. Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior. Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public, to co-operate with the Governors on health and safety matters, or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

Those with specific Health and Safety responsibilities include

- The Health and Safety Co-ordinator is **Paul Brooks**
- The persons responsible for identifying training needs and arranging for all necessary training are **Heads of Departments, Health and Safety Coordinator and the Human Resources Manager**
- The person responsible for ensuring that all volunteers who may have significant unsupervised access to pupils are suitably Police Checked is **Tracy Houlden/Emma Robinson, HR**
- Contact Reception for **FIRST AID** assistance
- **Rebecca Atkinson** holds first aid supplies for restocking first aid kits
- **Paul Brooks** is responsible for arranging testing/checking the fire alarm/emergency lighting/fire extinguishers etc. and maintaining the Fire Log Book
- The Responsible Person for Fire Safety is **Jon Hayes**; in his absence this is **Jane Brierley**
- Fire Wardens are **Site Staff**
- Person Responsible for maintenance requests and ensuring defects are repaired, replaced removed etc. is **Site Manager**
- The person(s) responsible for undertaking Risk and COSHH Assessments are **Paul Brooks and all Heads of Departments although all staff should be involved in this process.**
- Person responsible for arranging all necessary equipment/services repairs, maintenance and routine servicing is **Site Manager overseen by the QKS Business Manager.**
- The nominated Educational Visits Co-ordinator is **Paul Brooks.**
- Person responsible for regularly checking PE and outdoor play equipment is the **Head of the PE Department.**
- Specific responsibilities:
 

- Art, DT, Drama, PE, Science	<b>Heads of the Departments</b>
- Kitchen	<b>Kitchen Manager</b>
- Break Times	<b>Staff on Duty</b>
- Site	<b>Site Managers</b>
- Legionella and Asbestos	<b>Health and Safety Co-ordinator</b>

## **HEALTH AND SAFETY PROCEDURES**

Health and Safety Procedures are covered in detail in part 3 of the QKS Health and Safety Policy document. All employees need to be especially aware of procedures relating to

- Accidents
- Child Protection/Safeguarding
- Control of Substances Harmful to Health (COSHH)
- Defect Reporting
- Educational Visits and Activities
- Electricity
- Fire Safety and Emergency Procedures
- First Aid
- Lone Working
- Manual Handling
- Personal Protective Equipment
- Risk Assessments
- Working at Heights

### **ACCIDENTS**

We have a duty, under the Health and Safety at Work Act 1974 to report all accidents, incidents and dangerous occurrences/near misses which occur in school

#### **Accidents Involving Students:**

The Students' Accident Book, held in reception must be completed for incidents /accidents involving students, where the following criteria is fulfilled.

- All serious injuries involving students
- Students taken to hospital or where medical advice is sought or advised
- Where fault can be assigned i.e. lack of supervision, faulty equipment, frayed carpets etc.
- Any incidents of violence or aggression

Details must be forwarded to Paul Brooks who is responsible for investigating accidents and the reporting of such incidents to our Health and Safety Consultants (KAHSC)

#### **Accidents Involving Adults (Staff, Visitors, Contractors etc.):**

- The Official Social Security Accident Book (with tear out pages), held in reception, must be completed for all incidents/ accidents involving adults. After each entry is made, the page shall be torn out, placed in a sealed envelope and passed to the HR department who will file it in a secure/confidential location in line with the Data Protection Act
- For **ALL** accidents involving adults (staff, visitors, contractors etc.), details must be passed to the QKS Business Manager who will liaise with Paul Brooks to ensure the accident is recorded on the web-based Accident Recording System on the KAHSC website.

### **CHILD PROTECTION/SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

The Queen Katherine School is committed to safeguarding the safety and wellbeing of its students. You should

- Treat all people with respect

- Act as an appropriate role model
- Challenge unacceptable behaviour by others
- Be careful in your use of language/terminology/behaviour
- Report any concerns, suspicions or allegations regarding the welfare of a young person immediately to one of designated school staff with safeguarding responsibilities – Paul Staniforth, Jane Brierley, Christina Watson, Ben Griffin, John Cowper, Shelly Neill, Anne Christian, Jon Cooper, Andy Batchelor

You should never

- Allow or engage in any form of inappropriate touching
- Respond to verbal or physical contact from students
- Give a student your personal phone number, personal email or home address
- Accept physical or verbal abuse from a student. Do not respond yourself but report it immediately to your line manager

### **CONTROL OF SUBSTANCES HARMFUL TO HEALTH (COSHH)**

COSHH applies to all substances that are capable of causing adverse health effects i.e. are harmful to health e.g. toxic, flammable, corrosive, oxidising etc. In relation to schools, COSHH may apply to substances used or produced such as dusts created in practical classes e.g. sawdust in DT lessons, clay dust in art, cleaning agents such as bleach used by cleaners and caterers, etc. some office supplies and flammable materials

Wherever possible, hazardous substances in school should be replaced by substances that are non-hazardous. Where this is not possible the Head of Department should ensure that any substance/process which is hazardous to health has been adequately risk assessed before the substance is purchased or the process allowed to start. The COSHH assessment should identify what precautions need to be undertaken when using the substance and will include details such as safe exposure times and limits, whether any personal protective equipment needs to be worn whilst using the product and advice on storage requirements. Manufacturer's Material Safety Data Sheets should be held for all hazardous substances used and stored in school (these are available from our suppliers or can often be downloaded from the internet). Hazardous substances have historically been identified by an orange hazard label but these are now being phased out and substances will be marked with a hazard pictogram, with a symbol on a white background within a red diamond shape.

### **DEFECTS**

All defects to equipment, furniture and minor defects to doors, floors, walls etc. should be reported via maintenance report forms to the Site Managers who will arrange repair/replacement whenever possible. This is of particular importance where the defect concerned may cause personal injury or pollution of some kind. No defective electrical appliance or lead, and no defective mechanical device or tool that may give rise to danger may be used. Defects in need of urgent attention e.g. a leaking radiator or a trip hazard should be reported by phone to reception

### **EDUCATIONAL VISITS AND ACTIVITIES**

The Educational Visits Coordinator (EVC) is Paul Brooks. Staff arranging or otherwise involved in off-site activities must make themselves familiar with the recommendations, advice and procedures adopted by the school from the Outdoor Education Adviser's Panel National Guidance and KAHSC. All off-site activities must take place under the terms of these

recommendations, advice and procedures. **Detailed advice regarding Educational Visits can be found in “Off-Site Visits Procedures” available on the VLE**

### **ELECTRICITY**

- Plugs, sockets and switches - Staff are to visually check these on a regular basis.
- Each time an appliance is used, check the leads, plugs and sockets.
- If a fault is detected, remove the plug to decommission the appliance, if possible. If not, label with warning. Report fault to the Site Managers.
- Personal Electrical Equipment may only be used in school provided it has been PAT tested
- Combined Inspection and Testing (PAT) is carried out at suitable intervals appropriate to the appliance by Ron Stark
- Extension leads/Multi-adaptors - Wherever possible, the use of multi-adaptors should be avoided and additional socket outlets installed as a safer alternative. When in use, these are not to be over-loaded. Block style adaptors should NOT be used in school under any circumstances.
- Electrical appliances such as washing machines, tumble driers and dishwashers should not be left switched on after school

### **FIRE SAFETY AND EMERGENCY PROCEDURES**

All escape routes are clearly marked with Fire Exit signs and directional arrows where appropriate. **Final exits** can be found in numerous locations in school. Exit doors and escape routes are to be kept clear of obstructions and slip/trip hazards at all times. All relevant exits are operational when the building is occupied including during evening performances, governors meetings and use by outside bodies (lettings). Fire Action Notices are clearly displayed around the building for those persons/visitors who are unfamiliar with the premises. These are displayed as a minimum at manual call points and all final exit doors. Each classroom has a written Fire Drill, and a plan detailing escape routes, fire extinguishers etc.

**On hearing the fire alarm students**, visitors and staff should make their way to the Fire Assembly Points using the nearest available exit in a calm and orderly manner. Younger students will be directed by their class teacher/teaching assistant. Students away from their base should leave the building by the nearest exit and join their classmates at the assembly point. The Assembly Points at this school are

Years 7, 8 and 9 and Form Tutors - Lower School Yard adjacent to field

Years 10, 11, 12 and 13 and Form Tutors - Upper School Yard behind Geography Block

Sandgate School - Upper School Yard behind Geography Block

Support Staff, Other teaching staff and visitors - Front of Admin Building

**FORM TUTORS** are responsible for taking the class registers/head counts and ensuring all students are accounted for and Helen Bates is responsible for undertaking a roll call of staff and visitor/contractors .

If any persons are unaccounted for, this must be reported to the Responsible Person immediately and if a real emergency i.e. not a drill, the Fire and Rescue Service notified without delay.

Should it be unsafe for evacuees to remain at the assembly point the place of ‘Total Safety’ off-site is **THE EDGE OF THE FIELD ADJACENT TO SHAP ROAD**

## **FIRST AID**

A number of staff are qualified first aiders.

We have a duty of care to all our students and staff; this includes care for students who are injured or otherwise unwell. If a student is unwell or injured they are to go to reception who will send for a first aider. Due to the pressure this can put on first aiders please be aware of the following

- In the event of a serious accident, do not move the student and send for a first aider or senior member of staff who will summon further help if necessary
- If it is a minor injury accompany or send the injured student with another student to reception
- If you are unsure about the seriousness of an injury/feeling unwell, please ask some basic questions to ascertain the level of discomfort. Head injuries, presence of blood, severe pain etc. must of course be treated as soon as possible. A less serious condition could wait until the student can go to reception at break or lunchtime
- If a student complains that they are unwell, they could be sent to reception to request their parent/guardian comes into school to take them home or to the doctor. If they are a little “under the weather” encourage them to stay in class and see the day out if possible

## **LONE WORKING**

The school does not recommend that staff are on the premises working alone but there are occasions when staff choose to remain in school. There is no general legal prohibition on working alone. However, under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, employers have legal duties to assess all risks to Health & Safety including the risk of lone working. If the risk assessment shows that it is not possible for work to be done safely by a lone worker, then other arrangements must be put in place.

Employees working alone (especially when working at weekends or out of office hours) should ensure doors are locked, notify someone responsible (i.e. a family member or a colleague) of their presence in school and give an indication of the time they will be leaving and the time they are expected home

## **MANUAL HANDLING**

All employees should be inducted into good manual handling techniques and provided with information and instruction before being exposed to manual handling risks. Where moving and handling objects or people forms a significant part of an employee’s role, they should undertake specific training before engaging in the activity. Manual Handling of Objects Training and Advice is available from Paul Brooks.

## **PERSONAL PROTECTIVE EQUIPMENT**

Where PPE is required it shall be selected for suitability and user acceptability, based upon the general risk assessment for work and/or work area concerned. Staff issued with PPE are reminded that they have an obligation to use it as instructed, to maintain it in a state of good repair, to report any defects or other problem promptly and to arrange for its replacement when it becomes out of date.

## **RISK ASSESSMENTS**

A risk assessment is nothing more than a careful examination of a workplace and the activities which take place there, in order to identify what could cause harm to the people who work there or visit i.e. students,

parents, contractors and other visitors, estimating the likelihood of the harm occurring and checking to ensure whether or not sufficient precautions are being taken to prevent that harm being realised.

The aim of the risk assessment is to ensure that no one gets hurt or becomes ill. It makes perfect sense therefore, irrespective of the statutory duty, to carry out risk assessments in order to reduce accident rates and lost time injuries.

Assessment of risk is about identifying problems or potential problems and initiating arrangements to prevent harm or injury arising.

Risk assessments relating to known hazards within the School will be conducted annually (or as matters arise). Generic Risk Assessments for many day to day activities are available to download from the Kym Allan Health and Safety Consultants Ltd. website [www.kymallanhsc.co.uk](http://www.kymallanhsc.co.uk). These can be adapted and personalised to reflect the actual activities within school. In specialist areas it is expected that the Head of Department will make arrangements for regular and recorded Risk Assessments and ensure that good practice notes and guidance issued by professional and specialist bodies and Kym Allan Health and Safety Consultants Ltd. will be followed closely. Specific risk assessments will be required in the following areas (list not exhaustive):

- Science
- Design Technology
- Textiles
- Food Technology
- Art & Design
- Physical Education
- Educational Visits
- Drama
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Risk Assessments relating to the general site are the responsibility of the Health and Safety Co-ordinator.

Additional risk assessments may be required for other specialist activities or areas where there is risk in school, and again, these will be conducted when necessary and reviewed at least annually. Although the Head teacher will be responsible for coordinating the completion of risk assessments, all staff within school will be involved in the risk assessment process.

### **WORKING AT HEIGHT**

If it is necessary to gain access to heights which cannot be reached from the ground, proper access equipment, e.g. kick stools, step ladders, ladders and tower scaffolds, must be used. **It is NOT acceptable to stand on tables or chairs as a means of access.** As a general rule displays on classroom walls should be put up below 2 metres height so that there is no need to use access equipment.

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