

Marjory Kinnon School

Health & Safety Policy

November 2021



Marjory Kinnon School – Health & Safety Policy

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Part 1: Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The school is committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill-health.
- Assessing and controlling risks from curriculum and non-curriculum activities.
- Complying with statutory requirements as a minimum.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems to make sure they are effective.
- Developing and maintaining a positive health and safety culture through communications and consultation with employees and their representatives on health and safety matters.
- Setting objectives to develop a culture of knowledge and continuous improvement.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Part 2: Organisation

2.1 The Governing Body

The Governing Body has the following responsibilities to ensure:

- A clear written policy statement is in place which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that identified staff are informed of these responsibilities.
- Identified staff have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk for hazards and produce safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's Health & Safety Policy is reviewed annually.

Signed: 
SHAHID KHAN
Chair of Governors

Dated: 17 November 2021

Signed: 
TRACY MEREDITH
Headteacher

Dated: 17 November 2021

2.2 The Headteacher

As well as the general duties of all members of staff, the Headteacher has responsibility for overseeing the following:

- Ensuring the policy is communicated adequately to all relevant persons.
- Ensuring that all reasonable practicable steps for the day-to-day maintenance and development of safe working practices and conditions are managed effectively.
- Ensuring that teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school understands that health, safety and welfare are an integral part of all activities and will take steps to manage these effectively.
- Arranging systems of risk assessment of the premises and working practices to be undertaken to allow identification of potential hazards and where appropriate ensure that the Governing Body and the Local Authority are made aware of the findings.
- Ensuring that emergency procedures are in place.
- Ensuring that equipment is inspected and tested to ensure it remains in safe condition.
- Ensuring records are kept of all relevant health & safety activities for audit purposes e.g. assessments, inspections, accidents etc.
- Ensuring that all accidents are investigated and any remedial actions required are taken or requested to prevent reoccurrence.
- Encouraging staff and others to promote health and safety.
- Collating accident and incident information.
- Ensuring safe systems of work are in place so that all risks are controlled.
- Ensuring appropriate information on significant risk activities is given to visitors and contractors.
- Ensuring that any defects in the premises (plant, equipment or facilities) which relate to or may affect the health & safety of staff, pupils and others are made safe in a timescale commensurate with the risk.
- Ensuring arrangements are in place to monitor premises and performance.
- Ensuring arrangements are in place for risk assessments for pupils.
- Reporting to the Governing Body annually on the health and safety performance of the school.

2.3 Duties of Staff with Specific Responsibilities

In addition to the general duties which all members of staff have, identified staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's Health & Safety Policy within their relevant departments and areas of responsibility.

Supervisory staff include: Deputy Headteacher, Assistant Headteachers, Chief Operating Officer, School Business Manager Operations, Health & Safety Coordinator, Assistant School Business Manager and Senior Caretaker.

As part of their day-to-day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout their area of responsibility.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- Staff, pupils and others are instructed in safe working practices ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- New employees working within their area are given instructions in safe working practices; risk assessments are conducted in their areas of responsibility as required by the Headteacher or as necessary.
- Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- Science hazardous and highly flammable substances in the department/subject responsibility in which they work are correctly stored and labelled, and exposure is minimised.
- All health and safety information is communicated to the relevant persons.
- They report any health and safety concerns to the Chief Operating Officer, School Business Manager Operations, Health & Safety Coordinator, Deputy Headteacher or Headteacher.

2.4 Duties of Class Teachers

Class Teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry these out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice (e.g. CLEAPSS, Food Hygiene practices), if issued, and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils where necessary.
- Follow safe working practices personally including appropriate footwear and dress for their particular range of roles.
- Use protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Line Manager on health and safety equipment and on additions or necessary improvements to tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with curriculum requirements for safety education.
- Use only items of equipment (electrical or mechanical) that are provided by the school and that have been PAT tested. Using other items of equipment e.g. personal items should not occur without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Line Manager or Health & Safety Coordinator through school procedures unless urgent.

2.5 Duties of All Employees (Including Temporary Staff & Volunteers)

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Governing Body, School and the Local Authority or any other person delegated to be responsible for a relevant aspect of Health & Safety.
- Report all accidents in accordance with current procedure.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Exercise good standards of housekeeping and cleanliness.

- Know and apply the procedures in respect of fire, first aid, and other emergencies.

2.6 Duties of School Health & Safety Coordinator

The Chief Operating Officer and School Business Manager Operations have the following responsibilities:

- To coordinate and manage the risk assessment process through regular workplace monitoring inspections of all electrical and safety equipment including PAT testing and displayed fire instructions.
- To keep records of the monitoring inspections as part of the performance monitoring process.
- To provide reports for the Headteacher and Governors on a termly basis.
- To collate health and safety concerns received and take appropriate action in conjunction with the Headteacher.
- To act on any concerns or reports of potential hazards from members of staff.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To provide a report in consultation with the Headteacher to present to the Governors Premises/H&S Committee every term.
- To be familiar with the school fire alarm operating system and support relevant staff in its use/misuse.

2.7 Duties of School Health & Safety Representatives

The Governing Body and Headteacher recognise the role of Safety Representatives. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside of teaching time.

2.8 Duties of Pupils

Pupils in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

2.9 Duties of Visitors, Members of the Public & Volunteers

Visitors, volunteers and members of the public will be expected to:

- Sign in and out using the school InVentry system at Reception. Staff will, on welcoming them, check they are wearing their badge and will contact the member of staff they are booked to see.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions when on the school premises. They are expected to comply with the health and safety arrangements put in place when using the school premises or land e.g. security identity badges, first aid, fire/emergency procedures.
- Observe the safety rules of the school, as far as reasonably possible. As well as the above, this will refer to escorts, contractors and delivery persons.
- Volunteers will be regarded as employees for all intents and purpose (see Duties of All Employees). Line managers will therefore have responsibility for undertaking thorough risk assessments and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

Part 3: General Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce H&S risks to an acceptable level and to comply with minimum legal requirements; each section has its own detailed information available for all staff. They will be numbered as below and available upon request from the relevant member of staff or from the school website as appropriate.

3.1 Access Control/Security

Arrangements for processing visitors via InVentry system. Risk assessments covering on site security, gate operation, door control, emergency evacuation and lockdown procedures, available for staff on SharePoint and on Every. Emergency plan and grab bag in the Main Office and COO Office.

3.2 Accident Reporting, Recording & Investigation

Separate forms for adults and students. Clear instructions on how to proceed based on the nature of the accident. RIDDOR procedures followed via local authority portal. Policy covers investigation and SLT follow up on staff welfare management if applicable. All bumped heads are reported to parents.

3.3 Asbestos

As a new build 2018 there is no asbestos to manage.

3.4 Contractors

We currently have one main contractor Dowds who manage our programme of PPM works. They were selected as they were the original M&E contractor for the new build. They are fully compliant with RAMS and R/A's. Other contractors are selected based on their previous work with us or via a three quote process and production of public liability insurance, references and RAMS. A contractor's handbook is available in Reception. The SBM Ops and COO are responsible for monitoring work methods; all staff report any concerns via the Every system.

3.5 Curriculum Safety

The school recognises that programmes of study require that pupils are taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all the risks which might arise from the tools, equipment, materials, and processes they plan for pupils to use. Guidance material should be used such as CLEAPS and Local Authority guidance.

All non-teaching assistants must be informed of the safety procedures relating to any of the activities that they support.

Teachers will plan from schemes of work and assess the risk in all activities in order to determine:

- Where close supervision is required.
- Suitable group size.
- Suitability for whole class participation.
- Where particular skills need to be taught.
- Personal protective equipment.
- Levels of hygiene required.

3.6 Electrical Equipment (Fixed & Portable)

As a new build the fixed equipment is up to the latest regulations for the next four years starting (2018). A rolling programme of PAT testing is carried out currently by our premises team, supported by our in-house ICT technician. All portable items are tested annually or bi-annually depending on the amount of risk/use and ICT equipment every five years.

3.7 Fire Precautions & Procedures (Lockdown & Emergency Plan)

Weekly fire alarm call points are tested. Termly evacuations are carried out. Fire alarm system, dampers, risers and shutters are all checked under PPM system. Lockdown procedure carried out annually. Full offsite evacuation practiced by staff periodically during inset day. All evacuation procedures are on SharePoint and Every, all supply staff and visitors have access to evacuation procedures in Reception and through the induction process at school. School H&S Meetings manage feedback following evacuations and Governors check the Every system to ensure all checks are carried out and remedial work followed up. A full FRA is carried out every 3 years for the whole site and an interim FRA is completed annually.

3.8 First Aid

Schools are not required to have a specific First Aid Policy. Marjory Kinnon School follows the non-statutory advice provided in the DfE First Aid Guidance document. This guidance is reviewed annually by the Governing Body.

MKS Supporting pupils with medical conditions - This Policy meets the requirements under Section 100 of the Children & Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions. This policy covers in detail the implementation of each pupils IHP medical needs.

We follow the Local Authority procedures for reporting accidents/incidents. Our First Aiders, including Paediatric First Aiders in Early Years, are trained as approved by the Local Authority. Named First Aiders are prominently displayed on Sharepoint, Main Office and in the Medical Room. First aid kits are available in Food Technology, Science, Medical Rooms, Hygiene Rooms and on the minibuses. Additional kits are available for trips from the Main Office.

Guidance on the Management of Communicable Disease in Schools, Nurseries & Other Childcare Settings is available to all staff in the Medical Room.

The school's reporting procedures are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) as detailed in 3.2.

3.9 Glass & Glazing

Glass in the new building meets the latest regulations and is unlikely to break. In the event of an incident glass, should remain intact. In the event of glass failing, the school will contact a glazier to arrange emergency repair.

3.10 Hazardous Substances

All substance purchases for school go through the Senior Caretaker who undertakes an initial assessment of suitability and obtains the data sheets. A SafetyMARK risk assessment is completed for each substance. This is reviewed annually. The external cleaning and catering companies both have their own procedures for COSHH and hold their own data sheets in their COSHH cupboards. First aid kits and eye baths are available.

3.11 Health & Safety Advice

SafetyMARK carry out a full audit every two years, with an interim follow-up in between to ensure the audit improvements are being carried out. The school have access to Local Authority advice. The school have a H&S Committee to discuss individual issues and advice is obtained if necessary and guidance is disseminated to senior and middle leaders.

3.12 Housekeeping, Cleaning & Waste Disposal

Premises and grounds are kept clean and rubbish emptied daily including recycling. Wet-floor cleaning is kept to a minimum during the school day to reduce the possibility of trips and slips. An external cleaning company attend during school closed hours to ensure a thorough clean can be carried out daily. Litter picks and tree/leaf debris is carried out regularly and recorded on the daily/weekly sheets. Staff use the Every system or radios to log urgent cleaning needs e.g. sick or water spillages.

3.13 Handling & Lifting

The school will complete risk assessments for any tasks or processes carried out by staff that involve manual handling and will ensure that any necessary controls identified are implemented.

Where it is determined by a risk assessment that lifting or moving aids are required to be used to carry out a task, the school will make this equipment available to staff. All users of this equipment will need to be given the required information and training before use to ensure they are competent.

Equipment used in the school must be checked to ensure it is suitable e.g. when using safety step ladders or ladders always select a ladder which is suitable for the task/height needed.

Even if a load is light in weight, staff are advised to consider whether it is dangerous to carry it if it is awkward or large enough to obscure vision. We advise staff to avoid carrying loads on ladders. Assistance should be sought from a trained member of staff. If in doubt it should not be lifted.

3.14 Lettings/Shared Use of Premises

The schools ensure that the means of access and exit are safe for the use of hirers, and that all equipment made available to and used by the hirers is safe.

Fire escape routes and exits are clearly marked for the benefit of all users of the building particularly during evenings.

Hirers of the building are briefed about fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures are prominently displayed. Access to a phone should also be checked.

Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.

3.15 Lone Working

The School policy is clear and all staff are briefed on the raised risks of lone working during induction and health and safety training. The premises are closed to all staff during the normal working week before 6am and after 8pm. Any staff looking to work outside these normal hours must seek permission and appropriate arrangements made, this includes contractors and visitors. If a member of the site team has to open/close on their own due to unforeseen circumstances, they must contact the COO or SBM Ops who in turn will raise the alarm should they not receive the message or call that they have returned home on time. Safe working practices must be carried out at all time. Site staff are reminded of the procedures regularly and any breach of the policy is investigated.

3.16 Long Term Evacuation Plan

In addition to 3.7, there are high visibility jackets, stress toys and water in the caretaker shed on route to leaving the site. There is a list of minibus drivers and a list of pupils who would need to be driven off site. There are two full grab bags, one for Main Office, one shared with COO and Headteacher and a smaller pack with the Senior Deputy Headteacher. There are two offsite locations - Bedford Primary School and Bedford Football Club.

3.17 Maintenance/Inspection of Equipment

Details of all equipment and maintenance inspection, testing, examination is carried out through the PPM agreement or individual contracts. Information is uploaded to Every, where reports and activities can be monitored and evaluated by the Governors and the school. Any day-to-day issues for staff are also raised through this system and site staff evaluate and fix the problem or instruct the relevant contractor to visit site and repair equipment.

3.18 Monitoring the Policy

SBM Ops, COO, Deputy Headteachers, Headteacher and H&S Committee Governors monitor and evaluate the policy including near misses, accidents, activities and issues. Certain roles are delegated to competent staff and reported back to senior leaders. External advice and guidance is obtained when necessary including from the Local Authority.

3.19 Personal Protective Equipment (PPE)

PPE is provided free of charge and is suitable to the task. Periodic checking and maintenance of the equipment is carried out and recorded, ensuring proper use. Training is provided if necessary. PPE is also provided following an assessment of a task where it is deemed necessary. Advice and guidance is available from the Local Authority.

3.20 Playground Safety

Pupil / staff ratios are determined based on each area of the playground. The rules for each playground area are displayed on external signage. All equipment is checked annually by SportSafe and weekly by the site team. If any equipment is damaged or dangerous, the area is closed down until repaired. This forms part of our Safeguarding & Child Protection Policy which is available on the website.

3.21 Reporting Defects

Defects are reported via the Every system. All staff have access to this. Urgent issues can be raised via the walkie-talkies direct to Caretakers or Main Office staff.

3.22 Risk Assessments

Risk assessments are undertaken by the appropriate person for the task. If curriculum or pupil focused, this is done in conjunction with the Deputy Headteachers. Site related issues are carried out with the Senior Caretaker, SBM Ops or COO. They are reviewed periodically and updated as the need arises. Risk assessments are available for staff on Every and on SharePoint.

3.23 School Trips/ Offsite Activities

Systems and procedures are in place and used by all staff. Staff complete relevant documents for School Educational Visits including a risk assessment in advance of their visit/journey (a month in advance for a Category A visit). These are signed by the Headteacher or a Deputy in the HT's absence. The school has adopted the Local Authority School Educational Visits Policy.

3.24 School Transport

- The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law.
- School accesses hired transport agreed by the Local Authority as complying with their minibus requirements for Hounslow pupils.
- The Chief Operating Officer has responsibility for school owned transport ensuring regular checks, MOT and repairs are carried out as appropriate.
- When pupils are transported by the school owned transport, drivers must have current MIDAS certificates and a supervising adult must also be present.
- Employees who are required to use their private vehicles for official business are personally responsible ensuring they have a valid licence and appropriate insurance to carry pupils and that the vehicle is road worthy and fitted with appropriate seat belts for each passenger. A member of staff who takes a pupil out on their own in a car or minibus will have agreed permission to do so by the Headteacher and parent/carers.

3.25 Smoking

School is a no smoking / vaping site for staff and visitors.

3.26 Staff Consultation

H&S Committee meetings are held termly with Governors and a local committee with representatives from EYS, Primary, Secondary, Main Office and site teams meet to discuss issues. Staff are encouraged to feedback regularly through Every. New categories to include cleaning and catering have been added.

3.27 Staff Health & Safety Training & Development

New staff have H&S induction and time is allocated during training to discuss issues. Various staff have specific additional training e.g. Science are members of CLEAPPS or site team have access to SafetyMARK. Training is provided as need arises. The school make use of Hounslow Local Authority courses, including IOSHH, Ladders and Legionella training. Staff are encouraged to look at their own CPD needs and the school actively encourage additional training to improve individual's knowledge.

3.28 Staff Wellbeing/Stress

Where workplace stress arises, the Headteacher supported by appropriate Line Managers will deal with the issue in a sensitive and constructive manner using all available means to assist staff. School staff as Hounslow employees are offered support, such as counselling. This information is prominently displayed in the school Staff Room or is available from the Headteacher.

3.29 Supervision

There are detailed procedures in each department within school. There is also a list of various policies that cover supervision in detail. Each child has an IHP which determines level of supervision that may be needed. Every class has at least one teaching assistant. All playground equipment has minimum supervision levels needed.

3.30 Use of VDU's/Display Screen Equipment

The majority of staff within the school are not considered to be DSE users. The school will adhere to "Working with Display Screen Equipment" guidelines and procedures. All employees who are classified as users of display screen equipment will have an assessment made of their work stations and offered appropriate support depending on the findings of the risk assessment. A user is defined as someone who spends at least 2-hours continuous use of a VDU in the school day. The HR Manager assesses the needs of employees who constantly use display screen equipment as a significant part of their normal work.

3.31 Vehicles on Site

- The school has designated parking bays for transport organised for pupils to and from school by the Local Authority.
- Access and exit are clearly marked and are controlled by a security gated system. Site staff are on the main gate during the busiest times of pick up and drop off.

3.32 Violence to staff / School Security

The School has taken all reasonable steps to prevent unauthorised entry into its premises. The entry gates to the premises are shut except during for the arrival and departure of staff and pupils.

Visitors are required to report to Reception on arrival and are issued with a red badge to establish their identity to staff. Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.

Staff are asked to avoid holding salto doors open for colleagues or tailgating as this establishes a culture which can expose the buildings to unauthorized entry by individuals. There are alarms in toilets/hygiene rooms and staff assistance buttons in the corridors. Each class has a telephone for direct access to Reception.

Security of the buildings out of school hours is assisted by the installation of an intruder alarm.

School have a CCTV system which increases security and protects property. School have a separate policy for CCTV.

3.33 Working at Height

There are restrictions on staff using steps and ladders, training is required. Ladders are inspected regularly by the site team and checks recorded. All staff authorised to use steps/ladders have undertaken the relevant 'Working at Heights' course and a log is maintained of staff training and renewal training booked by the HR Department.

3.34 Work Experience

The school believes that work experience contributes towards the personal, academic and social development of all students. It enables students to relate their work in school to the 'real world' and contributes to their understanding of wider society including industry and the local community. Marjory Kinnon School follows the Hounslow Local Authority guidelines and school 'work experience' policy.

Appendix A: Marjory Kinnon School Health & Safety Responsibilities

Organisation Chart

