



Curiosity | Care | Courage | Creativity

## King Edward VI School

### GENERAL STATEMENT OF POLICY FOR HEALTH AND SAFETY AND WELFARE

# July 2024

Our Vision:

*To be a vibrant learning community nurturing courage, care, curiosity and creativity in every young person, so that they flourish in the world with hope and self-belief.*

<b>Version Number:</b>	Version 2 (Edition 11)
<b>Drawn up by:</b>	Maggie Shaw
<b>Reviewed by:</b>	Business Committee
<b>Date reviewed:</b>	7 May 2024
<b>Approval by:</b>	Full Governing Board
<b>Date approved:</b>	10 July 2024
<b>Review Cycle:</b>	1 year
<b>Date of next Review:</b>	July 2025

The Governors and Headteacher acknowledge that:

- Suffolk County Council (SCC) has the prime responsibility for health and safety and that the Governing Board and Headteacher have specific responsibilities to manage health, safety and welfare at the school level;
- they have responsibilities to support the published policies and aims of SCC, and to promote continuous improvement in the health and safety performance of the education service;
- the Headteacher, as Local Health and Safety Coordinator, has the principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from SCC, this duty extends to ensuring that:
  - **working conditions and environment,**
  - **substances used,**
  - **equipment provided,**
  - **working methods adopted**

do not impair the well-being of any employee, or any other person including students, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This policy has been adopted by the Full Governing Board and is signed by the Chair of Governors on its behalf.

## ORGANISATION OF RESPONSIBILITIES (as at 7 May 2024)

<b>Task</b>	<b>Name of person responsible</b>	<b>Job title of person responsible</b>
H&S System & Policy review	Alex Eaves/nominated successor	Business Manager
Health and safety committee and/or governor committees	Chair of Committee currently Anthony Tovey Link Governor – Jon Swift	Business Committee
Communication and information management	Alex Eaves/nominated successor	Business Manager
Critical Incident Management	Deri O'Regan	Headteacher
H&S Training, induction and refreshers	Maggie Shaw	Facilities Manager
Personal safety – to include challenging behaviour and lone working	Challenging behaviour - Sarah Trueman Lone working - Maggie Shaw	Challenging behaviour - HR Manager Lone working - Facilities Manager
Planned checks/ procedures on premises/ equipment	Maggie Shaw	Facilities Manager
Risk assessments for managed moves, EOTAS and excluded students	Beverley Tucker	Deputy Headteacher (Inclusion)
Infection Control	Maggie Shaw	Facilities Manager
Incident reporting / investigation	Maggie Shaw	Facilities Manager
Coordination of risk assessment work	Maggie Shaw	Facilities Manager
Fire procedures including personal emergency evacuation plans	Maggie Shaw	Facilities Manager
Locally organised premises maintenance, repair and improvement	Maggie Shaw	Facilities Manager
First Aid (training organisation and equipment)	Training – Sarah Trueman Organisation/equipment – Imogen Skittrall	Training – HR Manager Organisation/equipment – Medical Needs Co-ordinator
Vehicle control and pedestrian safety on site	Maggie Shaw	Facilities Manager
Educational visits coordinator (EVC) – risk assessment element	Maggie Shaw	Facilities Manager
Stress, Mental Health and Wellbeing	Sarah Trueman	HR Manager
School Minibus	Maggie Shaw	Facilities Manager
Child Protection Co-ordinator	Tom Spillane	Assistant Headteacher
Supporting students with medical conditions in school	Imogen Skittrall	Medical Needs Co-ordinator
Premises Security	Maggie Shaw	Facilities Manager
Contractors on site	Maggie Shaw	Facilities Manager
External Lettings	Maggie Shaw	Facilities Manager
Radiation Protection Supervisor	Katesha Harrison	Head of Physics

## **ARRANGEMENTS**

### **Health and Safety Policy Review**

This health and safety policy is to be reviewed and updated annually and is to be formally adopted by the Full Governing Board. Any changes to the relevant signatures are to be made at this time.

### **Communication and Information Management**

Health and Safety matters are overseen by the Business Committee of the Governing Board. A report is to be made to each meeting of the Governors' Business Committee and a termly report is to be presented to the Full Governing Board by the Headteacher.

Records of all health and safety meetings, risk assessments, reports and health and safety inspections are to be kept in the central files for reference and inspection.

The school is to have a system to ensure relevant health and safety information is passed on to relevant staff within the school.

Heads of Departments are to be made aware of their responsibility with regard to the management of the curriculum subject specific information. They are responsible for keeping the school's health and safety coordinator informed of any new information and guidance received.

A dedicated health and safety notice board is to be on display in the staff workroom for reference, promulgation and dissemination of health and safety topics.

### **Critical incident management**

The school is to have a Critical Incident Plan which encompasses the SCC guidelines; this is to be adopted by the Full Governing Board. All staff are to ensure that they are familiar with the immediate actions required in the event of a critical incident particularly Fire Evacuation and Lockdown. Staff with nominated roles in a Critical Incident must read the policy, securely retain a copy for reference and make sure they are familiar with the actions required of them.

### **Health and safety induction training**

All staff are to receive health and safety induction training on appointment at the school. This training is to be on-going and matched to the specific work and responsibilities of personnel. The checklist for this induction session is at Annex 'A'.

### **Routine updating and continuation training**

Routine updating and continuation training is to be carried out as and when required and those attending are to have their records duly amended. Those who are unable to attend a particular session are to be updated at the earliest following opportunity.

### **Personal safety procedures**

All staff are to be trained in personal safety procedures; any new staff taking up post without this training are to be earmarked for future courses.

### **Dealing with aggressive and violent behaviour**

The school is to have a written policy with which to record, investigate and deal with all forms of aggressive and violent behaviour. All staff are to be advised of the availability of the guidance contained in 'Dealing with abuse, threats, and violence towards school staff'.

### **Visitors**

All visitors to the school and the environs are to be registered with Reception, and are to be given a badge to wear which must be clearly visible at all times. Anyone not wearing an identification badge is to be challenged.

### **Key holders**

A list of key holders is to be kept in the Facilities Manager's office; any changes to this list is to generate an amendment which is to be sent to the relevant authorities. The relevant authorities (SCC, Police, etc) are notified of changes as required.

### **Car parking**

Visitors are to use the visitors' car park on Grove Road and are to report to Reception on arrival.

### **Lone workers**

Any staff who, due to their duties will find themselves working alone, are to be made aware of the provisions laid down in the risk assessment for the duties undertaken. Specific risk assessments are required for these potentially higher risk activities.

### **Premises including planned safety checks**

The premises are subject to a rolling inspection (over the period of a year) and the results are to be recorded and action taken where necessary. They are to include safety check of equipment. The inspections are to be part of the school improvement plan and any significant outcomes from these inspections are to be recorded and reported to the Business Committee within the annual meeting cycle. Any areas of concern are to be rectified as soon as possible. These reports may be used to enable the Business Committee to decide on a course of action. The inspection team should be made up of a Governor and members of staff from the school including the Facilities Manager.

### **Incident reporting/Investigation**

All incidents are to be recorded on the approved report forms and emailed to the SCC Health & Safety Co-ordinator as soon as practicable.

### **Inspections**

These inspections are placed under separate categories to aid checking and to simplify the arrangements.

### **Lifting - propping – load bearing and weight bearing equipment**

Lifts, hoists, winches, ropes, ladders, steps, jacks, scales, these items are to be inspected at least annually and notes maintained

### **Heating, cooking, extension cables and main leads, plugs, sockets, washing and cooling equipment**

An annual inspection is carried out and an earth test completed on all equipment. Visual inspections are to be carried out on all other items. The results are to be recorded in the inspection book.

### **Engineering, Design and Technology (compressors, kilns, cutting equipment, computers)**

An annual inspection is to be carried out and the results recorded.

### **Filter equipment and catering equipment including water systems (Legionnaires' disease)**

All dust extractors, vapour, fume cupboards and ventilating equipment are to be inspected to comply with the makers' recommendations in addition to the annual inspection

### **Gym/Drama equipment**

All equipment used in the pursuit of sport and drama is to be inspected prior to use on every occasion and subject to the normal annual and formal inspections. Any suspect equipment is to be taken out of use immediately and the activity cancelled/modified.

### **Risk assessments**

All tasks that have a significant element of risk have a written risk assessment carried out. A site risk assessment is also to be maintained. Over time, a further risk assessment may have to be carried out. This may be due to the addition of new equipment, increase in participants or a change

of venue. Risk assessments are to be carried out when the area/activity is working and when it is not to ensure all concerns are catered for. All risk assessments are to be filed and kept for reference, regularly reviewed and shared as appropriate.

Additional operational risk assessments should be carried out should circumstances require and additional safety measures, for example during a pandemic. Additional measures must encompass anyone who may come onto the school site, including visitors, contractors and hirers.

### **Fire procedures**

The fire risk assessments are to be included in the general risk assessment files.

### **Evacuation procedure**

The notices detailing the evacuation procedure (Annex 'B') are to be on display in each class room, staff room and common room. The procedure is to be practised termly and recorded.

### **Fire extinguishers**

Fire extinguishers are to be inspected and marked annually in line with SCC guidelines. Key staff are to be trained in the use of all fire equipment.

### **Fire alarm test**

The fire alarm is to be tested weekly and the result recorded in the register kept by the Caretaker.

### **Fire exits**

These are to be routinely checked on a daily basis and formally inspected half-termly.

### **Fire safety arrangements**

Fire risk assessments are carried out periodically by a third party, as appropriate. The Suffolk Fire Service will inspect the school premises and agreed the arrangements for fire-fighting on site.

### **First aid**

First aid boxes are to be distributed throughout the school and be located at clearly marked convenient locations. Monitoring, maintenance and replenishment is the responsibility of the Medical Needs Co-ordinator. A list of those members of staff qualified to administer first aid is to be held with the central records. This list is also to record the expiry date of their certificates. The first aid requirements with regard to visits and trips are to be carried out in line with SCC guidelines.

### **Emergency assistance**

In all cases the number to ring is **999** when medical assistance beyond first aid is required

### **Clinical waste**

A clinical waste bin is held in the First Aid Room. Waste is disposed in in conformity to current guidelines.

### **Vehicle control and pedestrian safety**

Staff are permitted to park routinely on school premises. Permission is also given to an agreed list of students. Permits may be issued to students to park mopeds or motorcycles, providing they have provided proof of insurance and have agreed to the driving restrictions on the school site. Parents are asked not to drive onto the school site when dropping off/collecting students at the beginning/end of the school day. At the end of the school day staff are to supervise the exit of students off site because of the high volume of pedestrian travel and conflicting vehicle movements.

Visitors may park on site using the Grove Road entrance. Some routine deliveries, (e.g. kitchen supplies) are programmed and enter the site via the Spring Lane entrance. Drivers are asked to avoid peak student movement times.

### **Educational trips and visits**

All visits are overseen by the Educational Visits Co-ordinator (EVC) and SCC guidelines are strictly adhered to. The school has a school trips and visits policy which contains specific instructions regarding school visits. All staff planning trips and visits must ensure that they have read this. A risk assessment must be carried out with the EVC prior to any trip.

### **Staff Well-Being**

The school subscribes to the CEFM Employee Counselling Helpline supplied by ARAG plc. As part of this programme all staff are to have access to free confidential advice for themselves and their families for any issue.

### **School minibuses/cars**

The school minibuses may only be driven by those members of staff who have passed the MiDAS training and assessment. Staff cars may only be used to transport students if the insurance covers business use. In such cases, safeguarding guidelines will be observed.

### **Safeguarding/child protection/Prevent**

The school is to follow the current SCC guidelines, with a Safeguarding Policy, which is reviewed annually by the Governing Board. All staff are to undergo Level 1 safeguarding training at least every three years; new staff to the school are to receive this training as part of their induction process. This is to be recorded on staff individual training records. Staff will undertake Prevent training on joining the school and will receive regular updates. The current Designated Safeguarding Lead is Mr T Spillane (Assistant Headteacher). The Deputy Designated Safeguarding Leads are Mrs B Tucker (Deputy Headteacher), Mrs S Sweny (Safeguarding Officer and the school's e-safety lead), Mr C Young (Head of Year) and Mrs R Pickering (MFL Teacher) are.

### **Students with medical needs**

The school is to follow the current SCC guidelines for the administration of medicines and the management of medicines within school and maintains a First Aid and Medical Conditions Policy. A register of all students with known medical conditions is to be maintained by the school's Medical Needs Coordinator and published to all staff. Medical plans are to be regularly reviewed with parents and with members of the Schools' Nursing Team.

### **Premises security**

The school is to conform with the SCC guidelines.

### **Visitors, including Contractors on site**

All visitors on arrival are to report to the Reception. All visitors will receive relevant health and safety information on arrival, which includes fire procedures, the ban on smoking and advice on safeguarding matters. The caretaker is to inform the contractors of any access restrictions placed upon them.

Should an area become unusable to staff arriving earlier or working outside normal working hours, the caretaker is to place a notice to ensure adequate warning is given. The caretaker is responsible for ensuring that the contractors behave reasonably, that reasonable safety precautions are in effect, and will monitor the contractors' safety performance. All members of staff have a responsibility to inform the Health and Safety Co-ordinator of a breach of health and safety in this regard.

### **Outside lettings**

All non-specialist classrooms, halls and common rooms (except staff rooms) are available to let. At the time of booking information is to be provided to inform hirers who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment that may be used.

## ANNEX A

### Health and Safety Induction Training

All staff are to receive adequate induction training including that which is matched to their specific task and responsibilities. This training is to include the following, which is both basic and more specialised in nature:

- ❖ Overview of the school's health and safety policy and organisational structure.
- ❖ Tour of the premises.
- ❖ Current health and safety priorities for the school including safety policy targets.
- ❖ Communication and relationships with other departments, schools and SCC.
- ❖ General health and safety advice, including the school's own guidance and that of SCC.
- ❖ Where appropriate, curriculum specific guidance and arrangements for working with the county subject advisors.
- ❖ For all staff the arrangements for ensuring the duties relating to the management of asbestos are fulfilled and that the asbestos survey report is available.
- ❖ Advice about the need for "expectant and new mothers" risk assessment as required.
- ❖ Introduction to recognised unions and the local representatives.
- ❖ Employee problems and concerns. Specific duties and responsibilities.
- ❖ Grievance procedures (as they relate to health and safety).
- ❖ Information on hazards specific to the school and established controls or precautions.
- ❖ Use of equipment or tools.
- ❖ Materials and substances in use-handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets.
- ❖ Use and care of PPE (Personal Protection Equipment).
- ❖ Housekeeping procedures for policy documents and local rules.
- ❖ Disposal of clinical waste.
- ❖ Legal responsibilities and rights.
- ❖ Work permit systems (e.g. arrangements for visits or trips).
- ❖ Physical examinations in pursuit of statutory maintenance requirements (e.g. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors).
- ❖ Trained first aid personnel and first aid facilities.
- ❖ Fire evacuation and emergency procedures.



- ❖ Fire extinguishers - location and use.
- ❖ Access to well-being advice, counselling and other staff support schemes.
- ❖ Security.
- ❖ Restricted areas and equipment.
- ❖ One-on-one instruction and supervision of young and inexperienced workers (and work experience students).
- ❖ Manual lifting and handling-general advice and risk assessment.
- ❖ Correct use of guards.
- ❖ Safe procedures for machines, including design technology equipment.
- ❖ General housekeeping and maintenance of access and egress.
- ❖ Smoking restrictions.
- ❖ Reporting of incidents, hazards, work-related injuries and illnesses.
- ❖ What to do in an emergency.
- ❖ Completion of the SCC Incident Report Form.
- ❖ School trips and visits policy.

# Fire Action

Any person discovering a fire

**Sound the alarm**

**Dial extension**

**800**

**On hearing the fire alarm**

- 1. Leave the building by the nearest route**
- 2. Close all doors behind you**
- 3. Assemble on the fields in tutor groups**

**Do not return to the building until safe to do so**