



# **HEALTH AND SAFETY AT WORK etc. ACT 1974**



## **THE FEDERATED GOVERNING BODY OF DANE COURT GRAMMAR SCHOOL AND KING ETHELBERT SCHOOL**

### **General Statement of Policy**

It is the intention of the Governors of Dane Court Grammar School and King Ethelbert School to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date. To ensure this, the policy and the way in which it has operated, will be reviewed every year.

#### **General Aims:**

- to provide adequate control of the health and safety risks arising from the school's activities;
- to consult with staff and students on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for staff and students;
- to ensure all staff are competent to undertake their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy on an annual basis.

**Amended June 2020**

## **HEALTH AND SAFETY POLICY**

### **SECTION A – Statement of Intent**

### **SECTION B – Organisation**

- B1 Governors responsibility as Employer
- B2 Headteacher's responsibility
- B3 Heads of Department responsibilities
- B4 Form Tutors responsibilities
- B5 Safety Representatives
- B6 Staff responsibilities

### **SECTION C – Arrangements**

- C1 Supervision of pupils
- C2 Visitors
- C3 Fire safety
- C4 First aid/illness
- C5 Administration of medicines/medical treatment
- C6 Accident reporting and recording
- C7 Electrical safety
- C8 Housekeeping
- C9 External access
- C10 Food and food hygiene
- C11 Moving and handling
- C12 Premises and equipment
- C13 Control of dust and fumes
- C14 Minibus
- C15 Banking
- C16 Electrical plant and equipment
- C17 Outside activities
- C18 Stress
- C19 Alcohol and drugs
- C20 Violence
- C21 Smoking
- C22 Display Screen Equipment
- C23 Control of Substances Hazardous to Health
- C24 Asbestos
- C25 Working Alone
- C26 Pregnant workers
- C27 Risk assessments
- C28 Training

**SECTION A – STATEMENT OF INTENT**

---

**Health and Safety at Work etc. Act 1974**  
**HEALTH AND SAFETY POLICY STATEMENT**  
**OF**  
**KING ETHELBERT SCHOOL**

---

**Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising from the school's activities;
- to consult with staff and pupils on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for staff and pupils;
- to ensure all staff are competent to undertake their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy on an annual basis.

Signed:

Signed:

Date:

Date:

## **SECTION B – ORGANISATION**

- B1 The school governors as the employer have overall responsibility for health and safety. The governors are responsible for making appropriate provision within the budget and generally supporting and monitoring health and safety within the school. This includes a requirement under Section 4 of the Health and Safety at Work etc Act 1974 to take measures which are within their power to make sure that the premises are safe and without risk to the health of others who use the school.

The governors also approve and review the Health and Safety Policy on an annual basis.

At school level, the Headteacher has day to day responsibility as Officer in Charge of the premises for ensuring that they are safe. In so doing, some tasks are delegated to other members of staff or refers matters to others because specialist advice is needed.

The Headteacher is also responsible as the senior line manager for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

This policy is supported by various other policy documents all of which are available on the school network.

- B2 The Headteacher is responsible for:
1. Ensuring that the school has a health and safety policy statement (this is delegated to the Business Manager)
  2. Ensuring that the policy is reviewed at least once a year
  3. Including issues in the School Improvement Plan as necessary.
  4. Checking that health and safety requirements are implemented e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.
  5. Ensuring that all staff, pupils and visitors either have a copy of the policy or know where the policy and relevant supporting documents and guidelines can be seen. These documents must be properly received and understood by staff, as part of the induction process.
  6. Ensuring that each employee's responsibility regarding health and safety is included in his/her job description.
  7. Ensuring that risk assessments are carried out as appropriate.
  8. Carrying out regularly health and safety inspections (at least once a term) and reducing the risks to health and safety as appropriate (this is delegated to the Site Manager)
  9. Receiving and dealing promptly with complaints about unsafe premises, equipment or work practices.
  10. Ensuring that emergency evacuation procedures are in place.

11. Ensuring that the requirements of the Health and Safety Executive (HSE), Fire Authority and Environment Health Officers are properly addressed.
  12. Ensuring that adequate first aid provision is made.
- B3 Heads of Department have responsibility for developing codes of practice and reviewing these annually; arranging for all staff to be informed/trained, checking procedures to be followed within the department by teachers and technicians; acting on reports from staff regarding faulty equipment, lack of protective clothing or equipment or any other health and safety requirement within their remit and reporting any other concerns to the Site Manager (for premises issues). This is particularly important for those departments whose activities involve a greater risk i.e. science, art, design and technology and PE.
- B4 Form tutors are responsible for informing the Site Manager of any student who has a permanent or temporary disability which may hinder him/her when attempting to evacuate the building in the event of an emergency (see C4.6 PEEPS below).
- B5 The Representatives of the Professional Associations of Staff are responsible for deciding whether they wish to have a Safety Committee. If the Association wish to form a committee, the Headteacher is to facilitate this.
- B6 All staff in the school have A PERSONAL RESPONSIBILITY for the health and safety of themselves, their colleagues, pupils and visitors. These are specified more precisely in Section C below. They also have a responsibility in law under the Management of Health and Safety Regulations 1999 to report to management any shortcomings in the employer's health and safety arrangements for the protection of people at work and who may be affected by them.

## **SECTION C – Arrangements**

The arrangements set out below are supported by a host of school policies.

### C1 Supervision of pupils

Pupils scheduled to be on the school site should be supervised at all times. Pupils must also be supervised when there are offsite school visits (see staff handbook – Educational Visits Policy)

### C2 Visitors

All visitors shall be directed to the Reception (except for parents bringing or collecting children to school) where they must sign in and out including their vehicle registration number as appropriate. All visitors must wear an identifying badge and must read the health and safety notice issued by Reception staff. The Reception staff must notify the Site Team whenever contractors are on site. Contractors shall read and sign the Asbestos Register kept at Reception before carrying out alterations to the fabric of the school buildings.

### C3 Fire Safety

The Site Manager shall arrange for a competent person to carry out an annual fire risk assessment. This is a legal requirement. All recommendations arising from the report shall be acted upon.

#### C3.1 Fire Instructions

1. Fire Instructions are posted in every classroom and all other rooms used by staff and pupils.
2. Emergency Exits and Assembly Point Instructions are clearly identified by safety signs and notices.

#### C3.2 Fire Alarms

1. Instructions to employees are posted in every classroom and other rooms used by staff and pupils.
2. The Alarm may be raised by breaking the glass. The fire service will be contacted in accordance with evacuation procedures.
3. Regular testing of the fire alarms will occur every Friday after school.
4. The Fire Log Book will be kept by the Site Manager. The result of each test will be properly recorded in the Fire Log Book and be available for a visiting Fire Officer.

### C3.3 Fire Drills

1. Fire drills will be carried out at least three times a year.
2. A record of the fire drill will be kept in the Fire Log Book. This Fire Log Book is retained by the Site Manager. SLT formally reviews every fire drill and any observations are fed back to the Site Manager for inclusion in the log.

In the event of the fire alarm being activated – whether as part of a drill, maliciously or in the event of an actual fire - all staff, pupils and visitors should report to the muster point in the rear playground. In the event of the alarm sounding in the evenings when the only people on site are those hiring our facilities then the muster point is in the car park directly east of the blue building.

### C3.4 Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

### C3.5 Fire Hazards

1. Refer to the Control of Substances Hazardous to Health Regulations in section C23 below, which identifies the need for assessment for substances that are hazardous to health and/or whose risks need to be controlled.
2. Material Safety Data Sheets for Chemicals and flammable substances are kept by the Site Manager, Head of Science and the Design and Technology technician, as appropriate, for consultation.
3. Routine inspections shall be carried out by the Site Manager to reduce the risk of fire. In addition, the school will have Fire Wardens attached to each building on the campus who will ensure that:
  - Fire extinguishers are kept in the correct location at all times and are ready for use.
  - Escape routes are free of obstruction at all times.
  - Fire safety signs and identification of escape routes are maintained at all times.
  - Any student or member of staff with a permanent or temporary disability in the building at any time is aware of their particular needs and the identified special evacuation arrangements that have been pre-planned (see C3.6 PEEPS below).
  - The premises are checked in the event of the alarm sounding to ensure that everyone has left.
  - All faults, incidents or near misses are reported to the Site Manager.

In addition, the Site Manager shall arrange for ongoing maintenance of smoke alarms and emergency lighting.

### C3.6 Personal Emergency Evacuation Plans (PEEPS)

On occasion there are staff and pupils who may have permanent or temporary disabilities which prevents them evacuating the buildings speedily in the event of an evacuation. In such instances there is a need to develop personal emergency evacuation plans (PEEPS) which must be regularly reviewed. It is the responsibility of form tutors (in the case of pupils or the Personnel Administrator (in the case of staff) to notify the Site Manager of anyone who has such a condition. The Site Manager will meet with the pupil or staff and develop a PEEP which will be communicated appropriately to the student, form tutors, parents and any other relevant parties.

#### C4 First Aid/Illness

Full details are available in the staff handbook – First Aid Procedures.

- a) The school will have an appropriate number of designated and currently trained First Aiders and Appointed Persons. Their names, locations and telephone numbers are shown in Appendix A. These names will be posted in the Executive Office, Pupil Services, the Science Office and the Technology Building.
- b) All pupils and staff in need of first aid should be sent/report to Pupil Services. If an ambulance is necessary then the school's appointed First Aid Officer should contact the emergency services.
- c) The school shall hold a number of First Aid boxes, appropriately sited throughout the school. These are accessible to designated first aiders, and (frequently) maintained by the school's appointed First Aid Officer. All treatments for first aid shall be logged by the Pupil Services Manager.
- d) All accidents shall be recorded on the accident forms kept in Pupil Services.
- e) If the first aider or headteacher considers it necessary, the injured person will be accompanied directly to hospital (normally by ambulance). Parents and/or guardians will also be informed.
- f) The school will follow the procedure for reporting of injuries as described in C7 below:
  - removal of injured person(s) to hospital normally by ambulance and
  - in the case of reportable accidents, telephone HSE immediately on 0845 300 9923 or fax 0845 300 9924 (see C7 below)
- g) Parents will be invited to complete the Consent Form for medical treatment in accordance with school policy.

#### C5 Administration of Medicines/Medical treatment

The administration of medicines and medical treatment is in accordance with the school's first aid policy.

#### C6 Accident and "near misses" reporting and recoding

All accidents must be reported to Pupil Services. The Pupil Services Manager records the details of all pupils, employees, visitors and



contractors who are sent to her in an 'activity log'. The Pupil Services Manager determines whether the accident or incident is reportable by following the guidelines below. The procedures for pupils and visitors are different from those for employees and contractors and are determined by internal systems and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### **Pupils**

Accidents to pupils are recorded in the accident book if they are deemed to be significant. Accidents and incidents arising due to collisions, slips and falls are not recorded unless (1) it is in connection with work e.g. because of a lack of supervision or defective premises or equipment and/or (2) the pupil needs to be taken to hospital. When such incidents are due to defective premises and/or equipment the Pupil Services Manager contacts the Site Manager immediately so that the defect can be corrected or the area sealed off as necessary to prevent recurrence.

When an accident form is completed a member of the Senior Leadership Team determines whether there is a need to carry out an investigation. The results of this investigation are recorded.

If the accident is reportable under RIDDOR regulations then the Business Manager shall complete the online F2508 form and email this to the Health and Safety Executive (HSE).

### **RIDDOR requirements for Pupil Accidents and incidents**

Injuries to pupils are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity: or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

A member of SLT will determine if the accident 'arises out of or is connection with work' by considering whether the incident was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors).

This means that the majority of common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR.

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

### **Visitors**

The rules for visitors are the same as those for pupils except that all accidents are reported in the accident book and an investigation is always carried out.

#### RIDDOR requirements for Visitor Accidents and incidents

The RIDDOR requirements for accidents or incidents involving visitors to the school are similar to those for pupils in that they are only reportable to the HSE if the accident results in:

- the death of the person, and arose out of or in connection with a work activity: or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

#### Employees

In all cases, accidents to employees are recorded in the accident book and an investigation is carried out and recorded. This investigation will be carried out by the Headteacher or another member of the Senior Leadership Team.

#### RIDDOR requirements for Employees Accidents and incidents

Under RIDDOR a member of the Senior Leadership Team must report the following work-related accidents including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury (see below) must be reported without delay;
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident

Reportable specified injuries include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which:
  - cover more than 10% of the body: or
  - cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness; or
  - requires resuscitation or admittance to hospital for more than 24 hours.

Physical violence – some acts of non-consensual physical violence to a person at work, which result in death, a specified injury (see above) or a person being incapacitated for over seven days, are reportable. In the

case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the violence. An example of a reportable incident is when a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

A member of the Senior Leadership Team must also report any case of a work-related disease, specified under RIDDOR, that effects an employee and that a doctor confirms in writing. The reportable disease must be linked to occupational exposure and include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, e.g. from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

### Contractors

The rules for contractors are the same as those for employees. When necessary the Business Manager will liaise with the contractors to determine whether a contractor is unable to return to work as a direct result of an accident or incident on the school premises.

### 'Near Misses'

It is important that all 'near misses' are reported immediately to prevent accidents to pupils, staff, visitors and contractors. If this near miss is due to defective premises or equipment the Site Manager must be contacted immediately. If it is for any other reason then the Business Manager must be contacted.

There are specified near-miss events, which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

## C7 Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment. All staff are required to report to the Site Manager any damaged electrical apparatus or wiring – including portable equipment and permanent wiring. They must not attempt any repairs unless the Site Manager is satisfied that they are competent to do so. Personal mains-

powered electrical equipment must not be brought to school, unless it has been subjected to the same tests as school equipment.

## C8 Housekeeping

### a) Cleanliness

The school buildings will be cleaned by in-house cleaning team or, in the case of the school kitchen, by the in-house catering team. The surrounds to the buildings will be kept clean by the Site Assistants.

### b) Waste Disposal

Normal waste is placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the wheelie bins securely located in a container prior to removal by the external contractors.

Large amounts of Hazardous Waste such as sanitary towels, chemicals used in laboratories etc. will be removed by a specialist contractor. The Site Manager shall sign a 'Duty of Care' consignment note to state that the waste will be disposed of in a properly managed way. Kent Commercial Services (01622 605424) can be asked for a quotation to remove substances or, in the case of chemicals, The School Science Service CLEAPPS (01895 251496) will be contacted.

### c) Stacking and storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

### d) Pedestrian routes

Stairs, corridors and exits will be kept clear of obstructions at all times.

### e) Classrooms

Staff will be alert on a daily basis to the following and will report any hazards to the appropriate staff.

- Check that classroom and work area is safe
- Check that equipment is safe before use.
- Ensure safe procedures are followed.
- Ensure any accidents are reported and recorded.
- Ensure protective equipment is used.
- Ensure health and safety issues are reported
- Ensure guidelines are followed.
- Ensure training needs are regularly reviewed

## C9 External Access

The school manages access and egress to the campus as best as it is able. The side gates to the east of the campus are locked when the school is in session to prevent unauthorised access. Pupils are encouraged to enter the site via side gates off the main entrance and to use pathways. The access from the road is kept clear for emergency vehicles. The front gates are locked at the end of the school day to prevent vehicles entering the

campus when the majority of pupils are leaving. Suppliers are encouraged to deliver at times when the pupils are either in classes or before or after school. These deliveries are either directly to Reception at the front of the main building or, in the case of catering supplies, are to the west of the campus where such deliveries can be controlled. Access to the site for emergency purposes to the rear of the campus (e.g. because of the need for an ambulance to access the school field) is via the west of the campus.

C10 Food and Food Hygiene

At all times food regulations and hygiene are followed. All in-house catering staff are provided with basic food hygiene training. Any recommendations made by the Environmental Health Officer are complied with.

C11 Moving and handling

Injuries can be caused by incorrect moving and handling of objects or people. Those staff with significant handling responsibilities (the site assistants, workshop technician and ICT technicians) have received manual handling training. The Site Manager is an approved manual handling trainer and should be contacted for any advice on correct procedures.

C12 Inspection of Premises, Plant and Equipment

The Site Manager undertakes regular (at least termly) inspections of the premises, plant and equipment. These checks include checking access to store rooms, boiler rooms, tank and plant rooms. Ladders and other equipment are also checked to ensure that it is suitable for purpose. This does not negate the need for teachers to undertake daily checks as described in C9 e) above.

C13 Control of Dust and Fumes

All practical equipment will be installed and used as recommended in "Safety and Risk Assessment in School Technology Rooms and Practical Areas". Dust extractor systems in the workshops will be checked annually by external contractors.

The school will arrange for regular inspecting and testing of fixed fume extraction systems in the Science department at least every 14 months as per COSHH Regulations. The school will arrange the inspection of any mobile fume extraction plant.

Work in laboratories leading to the production of fumes will only be undertaken within the recommendations of the CLEAPPS documents.

C14 Mini-bus

Only staff who have received training by an approved trainer are permitted to drive the minibus. Those staff who are permitted to drive the minibus are shown in Appendix B.

C15 Banking

Prior to banking all monies are securely retained either in safes or in fireproof lockable cabinets. All monies are collected by a security firm to negate the need for any special precautions.

#### C16 Electrical plant and equipment

All portable electrical equipment shall be checked annually. Staff must report any concerns regarding portable electrical equipment to the Site Manager. No machine may be used unless appropriate training or refresher training has been satisfactorily completed.

The school will arrange for the fixed wiring circuits to be checked every 5 years.

#### C17 Outside activities

Approval must be gained from the Headteacher, and as appropriate, the KCC Outdoor Education Centre, for offsite visits. In all cases written parental permission must be sought for offsite activities. When organising offsite educational activities the school will follow guidance issued by the Outdoor Education Adviser and the DfEE Health and Safety of Pupils on Educational Visits publication.

Risk assessments for all offsite activities must be completed and GOF forms given to the Headteacher prior to the visit taking place. The Headteacher is the Educational Offsite Visits Co-ordinator.

#### C18 Stress

The school will do everything that is reasonably practicable to reduce work-related pressures and stress by: -

- Encouraging a culture of communication by line management meetings, team meetings etc.
- Being supportive and constructive with clear expectations.
- Having robust recruitment policies so as to appoint appropriate staff.
- Providing suitable working environments by controlling noise, heat, humidity, harmful substances and keeping the workplace attractive.
- Having a clear easily-understood performance management system.
- Giving control to individuals to plan and manage their work where possible.
- Involving staff during periods of change.
- Dealing with complaints or unacceptable behaviour promptly and properly.
- Be clear about expectations of others and scope and responsibilities of job.
- Being aware of difficult periods such as bereavement, domestic crises etc.

Counselling arrangements can be made via the Headteacher. She will liaise, confidentially, with KCC Support Service (in the case of staff) or arrange for scheduling of the school counsellor via Pupil Services (for pupils).

#### C19 Alcohol and drugs

The abuse of alcohol or drugs is a safety and health hazard. If there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must

be reported to the Headteacher, or most senior member of staff on site, who will determine appropriate action.

C20 Dealing with violence

The school's behaviour management guidelines detail how the school will respond to incidence of violence from pupils.

Where intruders present violently on site, the most senior member of staff on site will respond and take appropriate action, endeavouring to calm the situation, or calling the police.

Should it be necessary, due to violent or dangerous intruders, to lockdown, senior staff, who are strategically placed across the school, will ensure each building is secure and the most senior member of staff will direct via telephone and/or radio until emergency services arrive. (Refer to Emergency Lockdown Procedure).

C21 Smoking

No smoking is permitted on the school site.

C22 Display Screen Equipment (DSE)

Ill health and injury can result from incorrect use of DSE. All significant users, e.g. clerical staff shall have a DSE assessment carried out by their line manager. Assessment forms are available on ClusterWeb. Costs for eye tests and any reasonable expenses for corrective spectacles for use with DSE at work will be funded from the school budget. The maximum contribution towards an employee's expenses for a test and glasses is £110.

C23 Control of Substances Hazardous to Health

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2004" (the "COSHH" Regulations).

Care will be taken in ordering supplies of hazardous substances and contractors and staff will be asked to refrain from their use if safer alternatives are available. Where hazardous materials must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely. The substances as supplied by the current "KCC County Supplies Catalogue" will have been vetted for safety and should be safe when properly used.

Regular checks will be made by the Site Manager to ensure that no substances have been brought on to the site without prior knowledge. Particular attention will be paid to cleaners' stores, technology, art and the kitchen.

C24 Asbestos

The Asbestos Register and the Asbestos Survey are held at the Reception for visiting contractors to read and sign. All contractors must sign this register before they work on the fabric of the building. The location of any known asbestos containing materials will be drawn to the attention of the

contractors at the planning stage. It is the Site Manager's responsibility to make any amendments to the register when either (i) more asbestos is discovered or (ii) any asbestos is removed.

If any member of staff thinks that they have found asbestos on the premises they should contact the Site Manager immediately who will arrange for a licensed contractor to investigate. Any activity that may cause fibres to be released into the air (e.g. drilling) must be stopped immediately and the immediate area secured. On no account should any attempt be made to clear up any suspected asbestos dust.

#### C25 Working Alone

Instances of staff working alone will be reduced as much as possible. When this is unavoidable regular contact will be established between the member of staff working alone and their line manager. In extreme cases, staff will be issued with personal alarm systems.

#### C26 Pregnant Workers

Any staff who are pregnant should inform the Personnel Administrator as soon as possible so that a risk assessment can be carried out.

#### C27 Risk assessments

Risk assessments shall be carried out for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Headteacher. This is delegated to staff as appropriate.

The school will arrange the annual statutory fire risk assessment. All staff organising school visits are responsible for completing risk assessments as part of the GOF process.

School-wide risk assessments shall be completed by the Headteacher, Business Manager or Site Manager as appropriate.

#### C28 Training

The responsibility for safety training rests with the employer which, in foundation schools, is the Governing Body. The Headteacher is responsible for ensuring that staff receive the necessary training.

Line managers need to identify any training needs with their staff and submit training request forms to the Deputy Head (Curriculum) for consideration.

Staff should not undertake specialist duties (e.g. PAT testing) unless they are confident that they have the necessary competence. In particular all staff must know what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of manual handling.

The Personnel Administrator is responsible for keeping records of the training which has been undertaken and having a system for ensuring that statutory refresher training is undertaken within the prescribed time limits (e.g. first aid training, minibuss assessment tests etc.).



Staff required to undertake new or additional duties involving work with dangerous parts of machinery, handle dangerous chemicals or undertake risky processes will receive any urgent training needed as a priority.

## **First Aid Staff**

First Aid Officer      Jo Gray      September 2020

First Aiders:      Chris Franks      4<sup>th</sup> November 2020  
Dan Bennett      May 2018  
Kate Birks      October 2018  
Hannah Perez      31<sup>st</sup> December 2016

### Appointed Persons

Jake Rendel      20<sup>th</sup> January 2018  
Tony Jackson      March 2018  
Adam Solly      21<sup>st</sup> May 2018  
Kate Greig      23<sup>rd</sup> February 2019  
Vicky Willis      23<sup>rd</sup> February 2019  
Tom Sellen      21<sup>st</sup> April 2019  
Lauren Pasola      21<sup>st</sup> April 2019  
Sarah Wilson      4<sup>th</sup> May 2019  
Lisa Jefford      4<sup>th</sup> May 2019  
Nigel Knight      4<sup>th</sup> May 2019  
Laura Dudley      4<sup>th</sup> May 2019  
Tracy Alexandrou      4<sup>th</sup> May 2019  
Caroline Keam      4<sup>th</sup> May 2019  
Louise Sands      4<sup>th</sup> May 2019  
Claire Rouse      16<sup>th</sup> September 2019  
Jack Newman      16<sup>th</sup> September 2019  
Ian Reynolds      12<sup>th</sup> February 2020  
Jane Hewitt      25<sup>th</sup> April 2020  
Steve Borda      11<sup>th</sup> October 2020  
Joss Rebera      2<sup>nd</sup> November 2020  
  
December 2017

## School Minibus Drivers

<b>Member of Staff</b>	<b>Expiry Date of Permit</b>
Vitas Faux-Bowyer	January 2018
Sally Wade	May 2018
Josh Deery	October 2018
Stacy Golding	March 2019
Chris Franks	July 2019
Tony Jackson	December 2019
Jordan Underwood	December 2019
Joss Rebera	December 2019
Tony Jackson	December 2019
Dan Bennett	January 2020
Jake Rendel	January 2020
Adam Solly	March 2020
Jenny Lees	March 2020
Kim Voisey	March 2020
Laura Day	March 2020
Rob O'Hanlon	March 2020
Simon Reynolds	March 2020
Nigel Knight	June 2020
Emma Sutton	June 2020
Jez Dack	November 2020
Dominic Chidlow	November 2020

December 2017

## **Fire Extinguisher Training**

Kenneth Gray  
Maureen Igoe  
Vicky Harrop  
Irene Crouch  
Nigel Knight  
Laura Dudley  
Simon Reynolds  
Chris Franks

**December 2017**