



Health and Safety Policy

Introduction

All associated with King's Infant School attach great importance to the provision of a safe and healthy working environment for the teaching staff, the non-teaching staff, the pupils and all those who visit the College from time to time. It is essential that all members of staff display a positive attitude towards the provision of Health and Safety.

Aims

The general aims of this policy are designed, so far as is reasonably practical, to enable King's Infant School to:

- 1) Establish and maintain a safe and healthy environment throughout both schools.
- 2) Establish and maintain safe working procedures amongst staff and pupils.
- 3) Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- 4) Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate, or as and when provided.
- 5) Ensure that all areas within the School are maintained in a condition that is safe and without risk to health and to provide and maintain a means of access to and egress from that place of work that is safe and without risk.
- 6) Formulate effective procedures for use in case of fire and for evacuating the School premises.
- 7) Lay down procedures to be followed in case of an accident.
- 8) Teach safety as part of every pupil's duty, where appropriate.
- 9) Ensure that Health & Safety is a permanent item on the agenda for each MLT

Roles and Responsibilities

Responsibility of the Headteacher

The Headteacher is responsible for implementing this policy within the school. In particular she will:

- 1) Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
- 2) Prepare an emergency evacuation procedure and arrange periodic evacuation drills (at least once per term) to take place and for the results of these to be recorded.



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- 3) Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school should be appropriately informed.
- 4) Ensure that regular safety inspections are undertaken. (A Health and Safety team will inspect all school premises and property once a term)
- 5) Maintain the log book for the recording and evaluation of fire practice and evacuation drills.

Responsibility of the In-House Health and Safety Officer (Micky Dominguez)

(Please see full job description for greater detail).

The Health and Safety Officer is responsible for:

- 1) Assisting the Headteacher in the implementation, monitoring and development of the safety policy within the school.
- 2) Drawing-up the agenda and chairing the meetings of the Health and Safety Committee.
- 3) Conducting regular reviews on the state of the campus buildings, infrastructure, equipment and the safety of all practices.
- 4) Ensuring all necessary risk assessments are completed, filed appropriately and re-visited regularly.
- 5) Ensuring that all accidents and 'near-misses' are logged effectively and appropriately, with regular checks made on occurrences.
- 6) Arranging for the withdrawal, repair or replacement of any items of furniture, fitting or equipment identified as being unsafe by the Health and Safety Inspection Team.
- 7) Reporting any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- 8) Coordinating arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- 9) Assisting with the appropriate training of staff.
- 10) Undergoing relevant training as and when necessary.

Responsibility of the King's Group Health and Safety Representative (Elena Arroyo)

The King's Group Representative is responsible for:

- 1) Monitoring, within the limits of his/her expertise, the activities of contractors, hirers and other organizations present on site, as far as is reasonably practicable.
- 2) Arranging for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team.
- 3) Conducting periodic reviews of the safety of all buildings, equipment and the general environment within the campus boundaries.
- 4) Reviewing the relevant Health and Safety paperwork periodically.



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- 5) Liaising directly with the Health and Safety Officer regularly in regard to potential or real dangers.
- 6) Organising and assisting in the delivery of staff training.
- 7) Ensuring that the School meets all the relevant requirements for Spanish Health and Safety legislation and that it keeps abreast of any changes to guidelines and expectations.
- 8) Liaising directly with the Head of Nexalia Services in regard to all maintenance, catering and cleaning arrangements to ensure all necessary requirements are met.

Duties of the Persons Delegated to Assist in the Management of Health and Safety

The delegated persons, in Appendix A, shall:

- 1) Assist the Headteacher in the implementation, monitoring and development of the safety policy, within the school.
- 2) Monitor general advice on safety matters from relevant bodies and advise on their application to the school.
- 3) Coordinate arrangements for the design and implementation of safe working practices within the school.
- 4) Investigate any specific health and safety problems identified within the school and take or recommend (as appropriate) remedial action.
- 5) Recommend that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Head Teacher and Head of Administration.
- 6) Assist in, as far as expertise allows, the carrying out of regular safety inspections of the School and its activities and make recommendations on methods of resolving any problems identified.

Responsibilities of Staff Towards Pupils and Others in Their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- 1) Exercise effective supervision over all those whom they are responsible.
- 2) Be aware of and implement safe working practices and set a good example personally; identify actual and potential hazards and introduce procedures to minimize the possibility of mishap.
- 3) Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.



- 4) Ensure that appropriate clothing and safety equipment is available as necessary and ensure that these are used as required.
- 5) Minimize the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- 6) Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- 7) Provide the opportunity for discussions of health and safety arrangements.
- 8) Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action (particularly on supervision duties at break and lunch times)
- 9) Undertake adequate instruction, information and training in safe working methods as required.

When a member of staff considers that a corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Head Teacher or Health and Safety Officer.

Responsibilities of all Employees

All employees of King's Infant School have a responsibility to:

- 1) Take reasonable care for the health and safety of themselves and of any other person who might be affected by their acts or omissions at work.
- 2) Cooperate with the Headteacher and Health and Safety Officer in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare.
- 3) Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head Teacher or Health and Safety Officer.
- 4) Ensure that tools and equipment are in good condition and report any defects to the Head Teacher or Health and Safety Officer.
- 5) Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
- 6) Ensure that offices, classrooms and general rooms are kept tidy.
- 7) Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported and documented to the Health and Safety Officer.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements she/he must draw these to the attention of the Headteacher or Health and Safety Officer.

Deliberately breaking Health and Safety rules or any non-cooperation or non-compliance will be regarded as a disciplinary offence.



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Please note the following:

- 1) It must be realized that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention during their induction process.
- 2) Whilst it is management's responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specified hazards.
- 3) All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their ability, to:

- 1) Exercise personal responsibility for the safety of themselves and their fellow pupils.
- 2) Observe standards of dress consistent with safety and/or hygiene.
- 3) Observe all the safety rules of the College and in particular the instructions of the teaching staff in the event of an emergency.
- 4) Use and not willfully misuse, neglect or interfere with things provided for safety purposes.

The Headteacher and teaching staff will make pupils (and, where appropriate, parents) aware of these responsibilities through direct instruction and notices.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably practicable, to observe the safety rules of the school. All visitors should wear badges supplied by the school office (see Visitors to School Guidelines)

Fire and Emergency Evacuation Procedures

- 1) The school's procedures for fire and emergency are detailed in the School Emergency Plan and the Fire Safety and Prevention Policy. Maps showing location and route to evacuation point are posted on each floor, in each classroom and in the reception area.
- 2) These procedures will be updated as appropriate.
- 3) Recordings and evaluations of practice and any real evacuation drills are stored by the Health and Safety Officer Micky Dominguez.



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Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system by specialist personnel.

The Process for Carrying Out and Monitoring the Health and Safety Policy

Those members of staff who sit on the Health and Safety Committee (see Appendix A) have a particular responsibility for ensuring that the School's safety policy is implemented and that they are at all times aware of their duties in this respect. Members of staff who are not designated members of the committee also have a responsibility to be ever conscious of the need to ensure that all activities with which they are involved are conducted safely.

Members of staff who consider an activity, piece of equipment or building to be hazardous should report the matter immediately to the Health & Safety Officer. Staff are to be aware of the necessity to remind pupils constantly of the need to be safety conscious.

The Maintenance staff are responsible for ensuring that fire exits and means of escape are inspected at frequent intervals to ensure that they are correctly marked and that they provide free access at all times. Fire drills should take place at least once per term and in particular when there are a number of pupils new to the school. Records of fire drills are to be maintained by the Head Teacher. The King's Group Representative (Elena Arroyo) will ensure that regular checks of all school buildings and alarm systems are undertaken. She/he is to maintain a record of these inspections.

Key personnel are to ensure that all machinery, plant and electrical equipment is inspected before being brought into use and inspected regularly thereafter to ensure that there are no obvious defects. Dangerous equipment is to be inspected regularly to ensure that all guards are in positions and that they are working effectively. Alarms and emergency cut-out mechanisms are also to be tested.

The Head of Science ensures that a visual check of all fume cupboards is made before use to ensure that there are no obvious faults. Formal checks are to be made weekly to ensure that the system is working. These are to be recorded in a book. The laboratory technician will carry out a monthly check. Any defects must be reported at once to the Health and Safety Officer.

All departments will ensure that pupils wear eye protection/goggles as necessitated by the specific activity. The Science Department should assess all experiments for risk as part of their planning.

Caretakers and Cleaning Supervisors are to ensure that they and all their staff have been instructed in the correct way to store and handle hazardous substances.



All members of staff responsible for organizing expeditions, field trips and residential trips are to ensure that the health and safety aspects are examined before setting out and that the procedures to be followed in case of any mishap are thoroughly understood by all those taking part. Staff responsible should complete all relevant forms and these must be approved by the Headteacher. They should also remind pupils constantly of the need to be safety conscious.

Whilst there will be many matters on which to brief pupils before field trips or expeditions the following must invariably be covered.

- The correct clothing and footwear to be taken
- The equipment to be taken and the need to ensure that there is sufficient competence within the group trained in the use of the equipment
- First Aid cover
- Procedures for dealing with emergencies
- All out of school activities are to be supported by a Risk Assessment which is to be signed by the Headteacher or her Deputy

The College reserves the right to send home any pupil who, despite warnings, deliberately disobeys a safety instruction and jeopardizes their own safety or that of others. This will be at parents' expense and no refunds will be given. The party leader will write a written report on the incident.

The King's Group Representative is responsible for ensuring that safe systems and methods of work are adopted for all maintenance work connected with the School's fabric and services. She/he is to ensure that all equipment used by the maintenance staff is cleaned, inspected and serviced regularly. She/he is to ensure that the relevant protective clothing is provided and worn when necessary by staff. She/he is also to ensure that all equipment is secured at the end of the working day to prevent unauthorized access or use.

During pre-contract meetings the King's Group Representative is to ensure that all contractors who are engaged to carry out work in the school are aware of the School's safety policy. In addition, he/she is to ensure that contractors are made aware of the need to ensure that their site is fenced off. It is particularly important that contractors are briefed carefully and their activities monitored closely by the King's Group Representative when the site is in an area in which pupils and staff are present. The King's Group Representative is to ensure that contractors use their own tools and equipment and that these are locked away securely at the end of the working day and at all other times when the site is vacated. The King's Group Representative is to pay particular attention to the electrical supply used by contractors to ensure that it is not overloaded.

The caretakers are to ensure that they are aware of the correct methods of using all grounds equipment. They are to ensure that protective clothing is provided and worn on all occasions



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when hazardous work is being done. They are to ensure that all grounds equipment is secured at the end of each working day to prevent unauthorized access or use.

All key personnel are to ensure that first aid facilities are readily available to their Departments and that these are checked and re-stocked when necessary. Advice in first aid equipment to be kept for areas where there is a risk peculiar to that area should be sought from the School Nurse at Soto or La Moraleja, who will seek further advice if necessary.

All fatal and major accidents are to be reported in accordance with the detailed procedure in the Accident Policy.

The Health and Safety Officer will ensure that information on health and safety matters and any new requirements is disseminated as necessary.

The Health and Safety Committee will meet termly. A record of the meetings will be maintained with notes of action required and remedial measures to be taken. Copies of the record of meetings will be circulated to the Headteacher and all key personnel within seven days of the meeting. The Committee will review all health and safety requirements and the need for staff training and will ensure that these are disseminated to the appropriate areas.

Visits by specialist officials (e.g. Fire Department) will take place periodically. All visitors of this nature will report in the first instance to Reception before starting their tour of inspection and will be accompanied by a member of the Administration staff. All staff are to cooperate fully with specialist consultants who may visit their area of responsibility. These arrangements for carrying out and monitoring the School's safety policy will be reviewed periodically.



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Appendix A

King's Infant School Health and Safety

Key Personnel

Health and Safety Officer	Micky Dominguez
King's Group Rep. (Buildings/Grounds/Practices)	Elena Arroyo
Kitchens, Maintenance and Support	David Lorenzo

Representatives who report directly to the Head

Written by Kirsty Sharp	October 2016
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