

Health & Safety Policy

KINGS INTERNATIONAL COLLEGE



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1. Statement of Safety Policy

Kings International College recognises its legal and moral responsibilities to persons who may be adversely affected by college activities. The College is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with the activities of the College.

The College will seek to ensure that its legal duties and policy objectives are complied with at all times. All foreseeable risks associated with the college's activities will be identified and removed or controlled through a process of risk assessment and management.

All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties. The college will seek to inform students' parents or guardians of any health and safety issues relevant to their child or children.

The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements".

2. Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the College. The individuals and groups identified below are expected to have read and understood the College's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them. This will be monitored by

2.1 Governors

The Governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Head teacher, to prioritise resources for health, safety and welfare issues. The Governors have appointed a Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues. The Safety Governor is nominated in *Appendix 1*

2.2 Headteacher

The Headteacher has responsibility for:-

- The day-to-day management of all health and safety matters in the College in accordance with the health and safety policy; ensuring regular inspections are carried out.
- Submitting inspection reports to governors and/or the LEA Ensuring action is taken on health, safety and welfare issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Chairing the college Health and Safety Committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LEA on policy issues and any problems in implementing the health and safety policy.
- Co-operating with and providing necessary facilities for Trade Union safety representatives where contracts are negotiated directly between the College and the contractor.
- Monitoring purchasing and contracting procedures.
- Ensuring that their employers' health and safety policy is complied with.

*Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the College's "Safety Manager"). In this College these functions have been delegated to: Health & Safety Officer.

2.3 Senior Management & Heads of Faculty

Senior Management staff and Heads of Faculty have responsibilities for:- Day-to-day management of health and safety in accordance with the Health and Safety policy; drawing up and reviewing subject procedures regularly; carrying out regular inspections and making reports to the Headteacher ensuring action is taken on health, safety and welfare issues; arranging for staff training and information; passing on health and safety information received to appropriate people; acting on reports from staff, the Headteacher and the LA or Governors.

2.4 All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for: - Checking classrooms/work areas are safe; checking equipment is safe before use; ensuring safe procedures are followed; ensuring protective equipment is used, when needed; participating in inspections and the Health and Safety Committee, if appropriate; bringing problems to the relevant manager's attention. In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

2.5 Volunteers (such as parent-helpers, etc)

Volunteers have a responsibility to act in accordance with the College's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately. Volunteers are also expected to act only under the supervision of a member of staff.

Specific Health, Safety and Welfare Policy and Procedures

3. First Aid

The College has assessed the need for first aid provision and has identified that 2 fully qualified first aiders holding the First Aid at Work Certificate and 3 personnel holding the Emergency Aid (appointed persons) Certificate are required for adequate cover.

3.1 Coordinator

The First Aid Coordinator is responsible for overseeing the arrangements for first aid within the college.

Duties include ensuring that:

- a) first aid equipment is available at strategic points in the college – First Aid boxes are located in the Tower block on each floor / each ICT suit/ Science Block / Technology area X2
- b) the correct level of first aid equipment is maintained in each first aid box
- c) a sufficient number of personnel are trained in first aid procedures and that first aid qualifications remain current (e.g. First Aid at Work Certificates are valid for 3 years)

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

3.2 First Aiders

The first aiders listed in Appendix 1 will provide first aid treatment for anyone injured on site during the college day. They will also provide, as appropriate, first aid cover for:

- a) Trips & visits.
- b) Extra-curricular activities organised by the college (e.g. sports events, after college clubs, parents' evenings, college-organised fund raising events, etc.)

First aid cover is not provided for: -

- a) Contractors

b) Events organised by third parties (fetes, evening clubs, etc.)

First aiders are responsible for ensuring that First Aid logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

3.3 Treatment of Injuries

The College will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons. In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend. Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline: - NHS 111 Service and, in the case of student injuries, with the parents or legal guardians.

3.4 Suspected Head, Neck & Spinal Injuries to Students

In the event of a suspected head, neck or spinal injury to a student it is the policy of this college, in addition to the normal first aid procedures, that the student's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian. In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact NHS 111 Service for advice or telephone for an ambulance as appropriate.

3.5 Escorting Students to hospital

When it is necessary for a student to be taken to hospital. If a parent or guardian is not in attendance, responsibility will be with the paramedics. We endeavour to ensure that all students are accompanied by a member of staff.

4. Medicines in College

The College follows County and DCSF guidance on the dispensing of medicines in College. This college will dispense medication which has been prescribed by a medical practitioner with written instructions for its use. This college will dispense non-prescription medication to students only if it supplied by a parent or guardian with written instructions for its use.

Students who suffer with asthma normally have their own medication with them in College as well as carrying their own inhalers. The college does not keep any other medication.

4.1 Dispensing of Medicine

All requests for the dispensing of medication must be accompanied by a consenting letter, signed and dated by the student's parent or carer. The First Aid Co-ordinator is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

The Duty First Aider will deputise where necessary. All medication will be kept in a secure location: - Locked Drugs Cabinet in Medical Room.

4.2 Medical Log Consent forms

These are kept on file and will be held for the duration of the student's attendance at the College. The Medical Log will also contain a log of medications dispensed which will include: - name of student name of medication dose time date signature of dispenser

4.3 Medical Procedures

The College has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for students with particular conditions and these are detailed in individual care-plans.

4.4 Off-Site Activities

The College has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip. A list of students with medical conditions and/or any medication will be given to the trip organiser on departure.

5. Accidents

5.1 Reporting Officer

The First Aid Coordinator is responsible for the collection of information and the completion of the On-Line Accident Report. In his/her absence, this role will be fulfilled by the duty first aider/Health and Safety Officer - <https://surreycc-safety.net/scc>

All accidents must be reported to the First Aid Coordinator who will record all accidents. The following incidents will be recorded and reported using the On-Line Accident Reporting System:-

- Specified Dangerous Occurrences (refer to Education Handbook for list)
- Specified diseases (refer to Education Handbook for list)
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to students which result in a major injury or death
- Accidents to students which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to students which may have resulted from a premises/equipment defect
- Accidents to students during structured activities
- Accidents to students where first aid treatment has been provided

All other incidents **MUST** be recorded in the College's Day Book/Incident Log.

5.2 Accident Investigation

All accident reports will be seen by The Health & Safety Officer who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to the Headteacher and the Health and Safety Governor.

All on-line reports are sent electronically to the Health and Safety Services section at County Hall and are reviewed by a Health and Safety Officer.

5.3 Accidents Reportable to the Health and Safety Executive Reports of fatalities, major accidents and over-three-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the College and the HSE on these incidents.

6. Fire

6.1 Fire Officer

The person responsible for organising the College's fire precautions is The Health & Safety Officer. In his/her absence the Assistant Site Manager will fulfil this role. The Fire Officer is responsible for:

- a) Arranging a fire evacuation drill at the beginning of the college year and at least once every term (once per half-term where practical)
- b) Recording the significant results of the fire evacuation drills

- c) Ensuring that the Fire Log is kept up-to-date, arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks monthly and contractor checks when appropriate.
- d) Nominated staff are detailed in Appendix 1

6.2 All Staff

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion. In the event of the alarm sounding the procedures displayed in each classroom, hall, etc should be adhered to and everybody should make their way to the assembly area, top field, where they should await further instructions (Appendix 2).

6.3 Evacuation and Registration Procedures

The evacuation and registration procedure is included as Appendix 2. This is a working document and is updated as necessary by the Health and Safety Officer /Site Manager in consultation with the Leadership Team. Changes are required to accommodate changes in use of buildings and as a result of risk assessments.

7. Electricity

The College will undertake to inspect and test all portable electrical appliances by a competent person at least once per year. The College has arranged for these tests to be carried out by the people nominated in Appendix 1. All test certificates will be kept in Site Manager's Office for the duration of the life of the appliance.

7.1 The Health & Safety Officer

Responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. The Health & Safety Officer is also responsible for liaising with Surrey Council to arrange for a whole college fixed wiring inspection.

7.2 All Staff

Responsible for visually inspecting electrical equipment before use for obvious defects. Defective equipment will not be used and will be reported to The Health & Safety Officer for repair/replacement.

8. Violence

The College follows the Council's policy and guidance on Violence at Work. The Health & Safety Officer is responsible for ensuring all staff are aware of the policy; all staff are aware of the procedures for avoiding violence at work; all staff are aware of the procedures for dealing with violent incidents; all staff are aware of the procedures for reporting violence; all staff are aware of the support facilities available to victims of violence at work Surrey County Council link to website re violence.

<http://www.surreycc.gov.uk/yourcouncil/how-the-council-policies-and-strategies/health-and-safety-manual/section-foperating-procedures/section-f4-guidance-note-aggression-and-violence>

9. Arrangements for Supervision of Students

The College will be open to students from 08.35 am to 3.35 pm on weekdays unless in a supervised extracurricular activity during term times. Between these times supervision will be provided. Students will not be supervised on site outside these times.

10. Risk Assessment

The College will carry out risk assessments for all activities. The Health & Safety Officer is responsible for managing the risk assessment process and producing relevant reports for the Headteacher and the Governors. Heads of House/ Heads of Faculty/ teachers and members of staff who are running activities are responsible for ensuring that risk assessments are carried out.

11. Safe Working Procedures

The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures once produced by staff are available from The Health & Safety Officer.

12. The Control of Hazardous Substances

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science & Design and Technology – these are covered by the CLEAPSS Hazcard system). Assessments have been returned to the college and copies are available in the COSHH file from The Health & Safety Officer. Link to website: <http://www.surreycc.gov.uk/your-council/how-the-council-policies-and-strategies/health-and-safety-manual/section-e-substances-and-hygiene/section-e1-guidance-note-control-of-substances-hazardous-to-health>

12.1 COSHH Coordinator

The Health & Safety Officer is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council. Staff must ensure that they notify the Health & Safety Officer before using any new substance/chemical. The coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance. A copy of all used chemicals to medical room – how to treat etc.

The Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

12.2 All Staff

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

13. Working Alone

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that:

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees, therefore, have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside 'normal' working hours.

The school's definition of a lone worker is:

“Those who work by themselves without close or direct supervision and/or those working in environments and positions away from immediate contact with another individual or group”.

Persons at Risk

At Kings International College people at risk may include anyone who comes into school alone during closure times, any member of staff working late or in a remote location and particularly the premises' staff, ICT Technician and the Bursar.

Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list and individuals will be expected to report all situations to the Headteacher or Health and Safety Representative which leave them open to any health and safety issues so that the risk can be assessed and control measures applied where necessary.

Through the risk assessment process, existing control measures will be assessed for their effectiveness.

Control Measures

All staff will:

- not undertake work for which they are not trained/qualified
- take reasonable care of their own health and safety
- not do anything to put themselves in danger
- know, and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- never cut corners or rush work
- always follow reasonable targets
- stop for regular breaks and, if possible, change activity
- inform the Headteacher or Health and Safety Representative of any relevant medical conditions
- inform the Headteacher or Health and Safety Representative of any hazards or accidents encountered

Kings International College will:

- provide opportunities for meetings and support
- assess the risks to all lone workers and communicate the findings
- provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- consider alternative work methods where possible to reduce exposure to the hazard

Where possible, outside of normal working hours, staff should arrange to be in school with others.

Staff should inform each other when they are on the premises and when they are leaving by 'signing in' and 'signing out' at the school reception. During the holidays we also request that you leave a mobile phone number so that you can be contacted.

Telephone and Other Communications Information

There are telephone extensions in the staff room, school office and all departments. Staff should make themselves aware of the location and use of the telephones.

Appendix 1 – Roles

The following roles are identified in the Health and Safety Policy

Governor responsible for Health and Safety: Phil Goddard

Site Manager: Leon Dyt

Health and Safety Officer: Leon Dyt

Caretaker/ Assistant Caretaker: Nigel Simmons

First Aid Coordinator: Leon Dyt

First Aiders:

First Aid at work: Rebecca West, Samantha Varney, Janet Phillips, Caroline Sims, Leon Dyt

Emergency First Aid at Work: Demelza Nelson, James Peel, Lindsey Hampton, Marcus Shearer, Wendy Vooght, Mary Ann Brown.

Portable Electrical Testing conducted by college trained support staff: Site Team

Senior Person in Charge of emergency evacuation: Judith Langley

Deputy persons in charge: Jo Quinn

Appendix 2 – Fire Procedure

The purpose of this is to give guidance to teachers and staff who are responsible for fire precautions and the safety of students at this college. All teachers and non-teaching staff must ensure that they are familiar with the procedures to be followed in the event of a fire or other emergency which requires the building to be evacuated.

Staff and students fire evacuation procedures

Instructions on discovering a fire

Anyone who discovers or suspects a fire should operate the nearest call point by breaking the glass without delay.

The person setting off the alarm must contact a member of staff as soon as it is safe to do so and explain the reason for the alarm activation

The fire brigade will be phoned by the College Reception as soon as the alarm is heard without delay.

If the fire alarm is activated you must observe the following procedures

Actions by teacher in charge of a class at the time of hearing the alarm

- i. On hearing the fire alarm, the person in charge of each class must indicate the exit route to be used and everyone must be directed to the Assembly area. The Top Field is to be used unless instructed otherwise.
- ii. All windows are to be closed.
- iii. Students must be instructed to leave the building in single file and in a calm, orderly manner.
- iv. No personal items are to be collected.
- v. The teacher must ensure that specific arrangements are made for students with physical or mental disabilities and the teacher must ensure that they are given the assistance they require during evacuation.
- vi. The teacher must ensure that the classroom is empty before closing the door.
- vii. No running or talking is to be permitted to avoid panic.
- viii. On staircases everyone must descend in single file.
- ix. Overtaking of classes or individuals must not be permitted.
- x. Anyone who is not in class when the fire alarm sounds must go immediately to the assembly area.
- xi. Form Tutors will take the Register to account for all students. Registers can be collected from the student receptionist who is on duty at the time
- xii. They will then inform the respective Head of House who will inform the Headteacher or the nominated senior member of staff of any absences.

Actions by student once the fire alarm has been activated

- I. You must be quiet and listen to instructions given by the teacher at all times.
- II. Do as the teacher tells you.
- III. Do not attempt to take personal belongings with you, leave your bags behind.
- IV. Close windows and doors as directed by your teacher.
- V. File out in an orderly way and do not run.

- VI. Follow the route shown on the notice board in the classroom. If this exit route is unsafe an alternative route must be used so listen carefully to your teacher's instructions.
- VII. Remember the important thing to do is to reach open space as quickly as is safe to do so.
- VIII. If you are not in classroom, or the teacher is not present, proceed in an orderly manner via the safest route to the assembly area.
- IX. Walk quietly as directed to the assembly point, normally the Top Field
- X. Line up in your tutor group in alphabetical order where you are instructed
- XI. Stand in single file in silence.
- XII. You will be registered by your tutor.

Actions by other staff members on hearing the alarms

- I. The student receptionist on duty is responsible for bringing and distributing registers to staff who require them. They should also bring list of cover (supply), staff list of staff and students out of college on visits, staff and students signing in and out sheet and Visitor's Book/log.
- II. If people are found to be missing/absent the person in charge of the assembly area is to liaise with the Senior Leadership Team/ Site Manager/ Assistant Site Manager to ensure all areas of the College have been evacuated.
- III. If staff/students/ visitors cannot be accounted for the person in charge should, if it is safe to do so, send the appropriate staff back to the College to check it for personnel.
- IV. The person in charge of the assembly area will brief the emergency services when they arrive. **NO ONE SHOULD RE-ENTER THE BUILDING** until instruction is received from the fire brigade/ person in charge of the assembly area or Site Manager.

Admin Office Staff

If the evacuation is planned then nominated staff (receptionist) should man the reception telephone during the evacuation if it is safe to do so. If the nominated staff are unavailable another member of staff should take over. No-one should be left in the building alone.

The Person in Charge of the Assembly Area

The Person in Charge is the Headteacher. If they are not available another senior member of staff will assume this role

The Person in Charge will:

- a) Confirm with the office that the fire brigade has been called, unless it is a planned fire drill.
- b) Take the completed registration sheets from the tutors to ensure that everyone has been accounted for.
- c) Ensure all areas of the college have been cleared.
- d) If staff/ students/ visitors are unaccounted for and IF SAFE TO DO SO i.e., no fire has been detected, they should send the appropriate personnel in to look for the unaccounted personnel.
- e) Ensure that the emergency services are met upon their arrival at the premises.
- f) Report on the situation. All personnel accounted for, alarm from which area etc.
- g) Liaise with the Senior Fire Officer.
- h) Inform persons when it is safe to return to the building.

- i) The only person who can authorise staff and students to reoccupy the college buildings is the person in charge of the assembly area. They will do this after consulting with the emergency services, Health and Safety Officer and Premises Staff. No other person has the authority to allow personnel to stay in the building, everybody should evacuate and no one should return until the all clear has been given by the person in charge
- j) Personnel should return to the college buildings in an orderly fashion as instructed by the person in charge.

Consideration should be given to allow support staff and staff without tutor groups back into college first to ensure that when students enter the building problems can be dealt with quickly and effectively.

General instructions for staff in the assembly area

- a) Once in the assembly area support staff and staff who do not have tutor groups and are not directly involved with looking after students should report to the person in charge for instructions.
- b) All staff are to stay with their tutor groups and help organise and control the students
- c) First aid qualified staff who are not directly supervising students should report to the first aid coordinator to see if any help is required
- d) All staff should be proactive whilst in the assembly area.

ROOM DISPLAY

Appendix 3a - Fire Evacuation

Any person discovering a fire should sound the alarm by activating the nearest emergency break glass call point.

On hearing the fire alarm, which is a continuous ringing of the bell, all staff and students should leave the premises at once

- The premises should be exited in a quiet and orderly fashion to the assembly area – the top field.
- Students sitting an exam at the time of an alarm will be escorted for a separate registration.
- Close all windows and doors. Switch off all lights and electrical appliances. Turn off all gas taps. Leave all belongings in class.
- In the event of the suggested route being blocked, staff should guide students to the nearest, safest exit point and leave the building.
- Students to line up in alphabetical order, in silence in their registration groups.
- Registers will have been brought out to the assembly area by Admin staff.
- Form tutors collect registers and take a register of students, missing / absent students should be reported immediately to the Head of House who will then report to the appropriate person in the Admin team.
- Allotted staff will liaise with emergency services and bring appropriate lists for checking staff, student and visitor attendance

Appendix 3b - First Aid In the event of an accident or illness

- Call a First Aider on ext. 200
- Further treatment can be obtained in the College First Aid room which is located on the ground floor near main reception.