



**KALEIDOSCOPE**  
Multi Academy Trust

# Health and Safety Policy

**November 2023**

**Approved by:** Kaleidoscope Trust Board

**Last reviewed on:** November 2023

**Next review due by:** November 2025

## Health & Safety Policy Statement

It is the policy of Kaleidoscope Multi-Academy Trust (KMAT) Schools, to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, pupils, contractors, clients, general public and others while working and studying on its premises and outside the school on associated activities.

KMAT will ensure, so far as is reasonably practicable, that the premises provides a healthy and safe working environment for all pupils, staff, clients, temporary contractors and the general public; there are safe systems of work for all employees and pupils; suitable and sufficient work equipment is provided; there are adequate welfare arrangements and also that information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

KMAT recognises its responsibility to provide adequate control of the health and safety risks arising from school and clients activities. When staff or pupils operate on behalf of KMAT Schools, an assessment of risks specific to the school's activities or tasks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage those risks and ensure the activities or tasks can be conducted in a safe manner.

All Trustees, Governors, and school staff must familiarise themselves with the contents of this statement, organisational structure and manual as a source of safety information and guidance. Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the appropriate or allocated health and safety officer and or school's management team.

KMAT commits itself to implementing the Health & Safety at Work Act 1974 and UK Statutory Instruments, as well as any future national or European Union health and safety legislation. The school's competent health and safety representative will provide to the school's management regular information on updates, changes and arrangements about any revisions to safety legislation.

It is the belief of KMAT that a positive health and safety culture is of significant benefit to the good performance and safety of the whole school. We aim to encourage, support and develop a positive and proactive approach for pupils, through risk education and awareness. The organisational structure named below will ensure that sufficient resources, both financial and physical, are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the school's strategy, UK or EU law and any changes will be brought to the attention of all staff.

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## **HEALTH AND SAFETY POLICY: ORGANISATION**

KMAT recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

KMAT understands that the Health and Safety at Work Act 1974 places overall responsibility for health and safety with the Employer which is the Governing Body in this school.

The following is an outline of duties and responsibilities that have been assigned to governors, the Headteacher and other staff.

Key school's named staff / governors that are referred to within this policy are:

<b>School</b>	<b>H&amp;S Gov</b>	<b>HT or EHT</b>	<b>Bursar or Person responsible for H&amp;S</b>	<b>Site Manager/Caretaker</b>	<b>Head of School/Deputy HT</b>	<b>H&amp;S Advisor</b>
<b>Ashcombe</b>	Katie Robertson	Chris Penny	Lisa Driscoll	Lisa Driscoll	Kerry Evans	Educating Safely
<b>Becket</b>	Peter Douglas	Luci Amos	Jane Bridgeman	Ray Stevens	Zoe Bembridge	
<b>Christ Church</b>	Vacant	Kerry James	Andy Ives	Andy Ives	Rachael Clarke	
<b>Crockerne</b>	Ryan Gillson	Emma Bray	Emma Bray	Liam Mooney	Sonya Crutchley/ Richard Hill	
<b>Hutton</b>	Steven Taylor	Luci Amos	Jane Bridgeman	Ray Stevens	Rachel Whiting	
<b>St Martin's</b>	Mark Preddy	Sue Elliott	Sally Somers	Nick Phillips/Erica Pearce	Tracey Thomas	
<b>Worle Village</b>	Ryan Aves	Sue Elliott	Anna Chapman	Robin	Rachel Jones	

### **Trustees**

The Trustees, as a corporate body, have the responsibility to set the strategic direction and objectives of all health and safety matters in the Multi Academy Trust. The aim is to ensure a positive health and safety culture is established and maintained, so this duty is delegated to the Local Governing Body of the school.

They must ensure that a Health and Safety Policy and procedures are in place that are compliant with statutory and local requirements, high quality health and safety training is in place, that external checks/audits are carried out across KMAT schools by suitably qualified agencies - Educating Safely. Trustees also ensure that buildings and facilities are checked by an authorised body (Somerset Services) as part of a Compliance Programme that meets statutory requirements.

They must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and visitors. The Governors will be kept informed of all developments relating to health and safety matters and the Governance Professional will include such matters on the Agenda for termly meetings.

### **Local Governing Body (LGB)**

Must ensure:

a) That in co-operation with the Headteacher/Executive Headteacher/Head of School, the KMAT Health and Safety Policy is implemented at their school and any revisions or updates to the KMAT Policy are communicated and followed within the school.

b) That risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;

- c) That sufficient resources are allocated and authorised within the school’s budget to meet statutory procedures and standards for health and safety in the school; d) That when awarding significant contracts, health and safety is included in specifications & contract details;
- e) That regular Governor Health and Safety inspections of the premises are carried out; (3x per year)
- f) That the Governing body appoint a Health and Safety Governor and receive an annual audit of health and safety systems and standards from the Headteacher;
- g) Health and Safety Audit reports and Action Plans are reviewed and responded to and implemented.
- g) That Health and Safety is kept on the agenda by including it intrinsically with business discussions.

Each school has a named individual responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.	The following staff are key holders and will respond in an emergency:
Ashcombe – Chris Penny, Lisa Driscoll	Ashcombe – Lisa Driscoll, Chris Penny, Kathie Light, Kerry Evans
Becket – Ray Stevens	Becket – Ray Stevens, Luci Amos, Zoe Bembridge
Christ Church - Andy Ives	Christ Church - Andy Ives, Kerry James, Rachael Clarke, Colette Bagnall
Crockerne – Liam Mooney	Crockerne – Liam Mooney, Nino Toto
Hutton – Ray Stevens	Hutton – Ray Stevens, Luci Amos, Rachel Whiting
St Martin’s – Nick Phillips	St Martin’s – Nick Phillips, , Erica Pearce, Sue Elliott, Simon Marriott, Weston Support Services
Worle Village - Rachel Jones	Worle Village - Sue Elliott, Anna Chapman, Rachel Jones, Weston Support Services

**Headteachers (Also applies to Executive Headteacher and Head of School) throughout this document)**

Headteachers are responsible and accountable for the implementation and compliance of this policy within their school.

Headteachers have responsibility for: -

- a) Co-operating with the governing body to advise on any safety policies that need to be introduced, to ensure this health and safety policy and procedures are implemented and complied with;
- b) Ensuring that a positive health and safety culture is encouraged and developed within the school;

- c) Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and other agencies where necessary, in order to inform the development of the overall health and safety strategy;
- d) Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- e) Carrying out health and safety investigations;
- f) Ensuring all staff have had induction and further training (in line with KMAT expectations) and are competent to carry out their roles and are provided with adequate information, instruction and training;
- g) Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- h) Reporting to the LGB and CEO any hazards which cannot be rectified within the establishment's budget;
- i) Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- j) Be responsible for emergency procedures and evacuation of school premises.
- k) Investigate all serious incidents, liaising with appropriate authorities as necessary
- l) Advise the CEO (who will report to the Board of Trustees) of any health and safety issues or emergencies

The Headteacher may either undertake, or devolve certain tasks to appropriate senior staff or managers within the school.

#### **Bursars/or Persons with H&S Responsibility**

In support of the Headteacher, the Bursar (designated staff member) is required to:

- a) Be responsible for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance services agreements carried out on the school premises.
- b) Develop and implement relevant action plans based on risk assessments, outcomes of meetings/ audits and inspections, emergency arrangements and to review existing health and safety policies and procedures in the school, to ensure all staff pupils and contractors adhere to them.
- c) Monitor purchasing and contracting procedures to ensure compliance with the schools policy.
- d) Ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment in the school.

#### **Site Managers /Caretakers**

The Site manager/caretaker is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within the sphere of his duties.

The Site Manager will work alongside the Headteacher in taking responsibility and accountability for delivering the schools health and safety strategic plan, as detailed by the Governing body. They must also ensure the school meets and adheres to the UK Statutory Instruments, as well as any future national or European Union health and safety legislation, as advised by the schools competent Health and safety provider.

- a) Report to the Headteacher any defects and hazards that are brought to his notice and repair them (if competent) or arrange contractors to complete tasks if necessary.
- b) Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work. Ensure relevant information is communicated and shared to third parties or contractors.

- c) In conjunction with the Headteacher, coordinate all contractual work and maintenance carried out on school premises, including health and safety matters concerned with other contractors.
- d) In conjunction with the Headteacher, ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- e) Ensure that all site staff and cleaning staff are equally aware of the schools Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities e.g. storage arrangements, materials, equipment and hazardous substances.
- f) Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the school.
- g) Ensure that the school asbestos register and the asbestos management plan is maintained and available as required.
- h) Undertake core training specified by KMAT as part of their role.

### **Deputy Headteacher/Assistant Senior Leadership Team (SLT)**

All Members of the SLT are responsible to the Headteacher for the health, safety and welfare of all staff, workplaces and activities under their control. To achieve this, their duties include the following: -

- a) Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all pupils;
- b) Apply the school's Health and Safety Policy to their own area of responsibility and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements to all relevant staff and pupils;
- c) Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all staff are aware of and make use of such guidance;
- d) Ensure regular health and safety risk assessments are undertaken for the activities within the areas of their responsibility and that control measures are implemented and shared with all staff;
- e) Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- f) Resolve any health, safety and welfare problems that members of staff refer to them, and inform Headteacher of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- g) Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- h) Develop a training plan that includes specific job instructions and induction for new employees. Ensure that the training needs of their staff are monitored and training opportunities made available. Make known to the Headteacher any identified training needs.
- l) Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated using the appropriate forms etc.

### **Teaching Staff and Supply Teachers**

Teaching Staff and Supply Teachers are responsible to their Line managers for the health and safety of themselves, other staff and pupils, and activities under their control. In order to achieve this, their duties include the following:



- a) Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all pupils;
- b) Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood.
- c) Carry out safety briefings, refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seek information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to.
- d) Ensuring that all pupils, probationers and supply teachers are aware of the general health and safety requirements of the school and the detailed requirements, or arrangements for activities relevant to them.
- e) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- f) Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid and accident or incident reporting.
- g) Setting an example by personally following safe working practices.
- h) Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- i) Ensuring that all electrical equipment is visually checked before use.
- j) Reporting to the Site Manager any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced.
- k) Integrating all relevant aspects of Health and Safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons.
- l) Highlighting any training needs deemed necessary to fulfil their role to their line manager.
- m) Establish acceptable housekeeping and safe storage standards, in all areas of their responsibility.

### **General requirements – All Employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- a) Take reasonable care for the health and safety of themselves and others in undertaking their work.
- b) Comply with the school's health and safety policy and procedures at all times.
- c) Report all accidents and incidents in line with the reporting procedure.
- d) Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- e) Report immediately to their line manager any shortcomings in the schools arrangements for health and safety.
- f) Cooperate with the schools management on all matters relating to health and safety.
- g) Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.

- h) Inform the schools management if something happens that might affect their ability to work. e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving licence, or becoming pregnant.
- i) Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- j) Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- k) Ensuring that all electrical equipment is visually checked before use.

In addition to the duties outlined above the following organisations, services or individual roles have additional duties as outlined:

### **Educating Safely - Health and Safety Advisory Service**

Educating Safely has been contracted to provide an effective health and safety service, as published within the Service Level Agreement, for KMAT Schools.

Educating Safely are responsible for providing this service to the school. The service includes:

- a) Provide timely health and safety advice, support and training to the school and their staff. Ensure that all governors and staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect.
- b) Undertake proactive monitoring such as workplace inspections / audits and health checks, by applying the test of reasonableness. Explaining and offering constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the school.
- c) Advise on the risk assessment process and encourage the recording of risk assessments and control measures. Provide a review of risk assessments, or areas that could influence changes to policies guidance and working practices.
- d) Manage and report all major accidents under the requirements of RIDDOR, (The Report of Injuries, Diseases and Dangerous Occurrences Regulations 1995).
- e) Assist and advise on investigation of all reportable accidents and changes to systems to prevent a re-occurrence. Identify trends and advise on concerns and training needs.
- f) Liaise with any enforcing authority, the HSE, insurance organisations, or other agencies on the schools health and safety arrangements.

### **First Aiders**

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident, these are inspected on a termly basis, or as required.

Specific members of Nursery and EYFS staff are paediatric first aid trained. Several members of staff, teachers, LSAs and lunchtime supervisors are first aid trained.

### **HEALTH AND SAFETY POLICY: ARRANGEMENTS**

Detailed below are the arrangements for ensuring that the aims and objectives of the school's Health and Safety Policy are implemented i.e. to secure a safe and healthy working environment. The following are the schools specific arrangements that have been identified.

## **Law Poster**

The Health and Safety Information for Employees Regulations requires the school to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work. The law poster is displayed in the staffroom.

### **1. Accident Reporting, Recording and Investigation**

- All accidents must be reported to the Head Teacher.
- All accidents should be recorded in an accident book. The pupil's accident book is located in each classroom.
- The staff accident book is located in the bursar's office
- The accident forms are held in the School office
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) will be actioned by the School office.
- Fatal or major injuries must be reported immediately by telephone North Somerset - Health and Safety Department (01275 884755) and an accident form completed. When necessary, parents / carers or other persons should be notified of the pupil's accident.
- Details of all accidents are brought to the attention of the schools Local Governing Body, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.
- Dangerous occurrences, diseases and or dangerous 'near misses' must also be reported immediately by telephone to North Somerset - Health and Safety Department (01275 884755) Please refer to the Health and Safety Manual for further information and guidance.

### **2. Asbestos**

- The Asbestos Register is located in the Site Managers office or School Office. It contains all information and signing in sheets etc. regarding asbestos – of which there is none on site.
- Key staff (Headteacher Site Manager) have attended Asbestos Awareness Training, and undertake regular refresher training
- Contractors are managed by the site manager
- An Asbestos Management Plan is located in the Asbestos Register in the Site Managers office, and it is reviewed annually.
- A Refurbishment / Demolition (R & D) survey will, when required, be used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place, or the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas including those that may be difficult to reach. Please refer to the Asbestos Management Register for further advice and guidance.

### **3. Contractors and Visitors**

All contractors must report to the main office. They will be signed in and be given an identity / visitors badge and shown health and safety leaflets. On leaving the site they will be required to sign out and inform the Site Manager / Headteacher of actions that have been carried out and any further work that is required.

Before contractors are selected by the school, the school will make sure that they not only have a good work record, but also a good health and safety record. The school should formally ask the contractor:

- What experience they have in this type of work and seek recommendations, if appropriate
- What are the contractor's health and safety policies and practices?
- Have they had any recent accidents
- What are their emergency procedures and first aid arrangements
- What accreditations, membership of trade body, qualifications the contractor has achieved

- Has an independent organisation made an assessment of their safety arrangements e.g. Exor or Contractor Health and Safety Assessment Scheme (CHAS)
- Have in date DBS checks been undertaken for employees working within the school
- What is their selection process for subcontracting work, if appropriate
- Do they have in date Public Liability Insurance and Employers Liability Insurance and what are the limits of the cover?
- Do they have safety method statements for the work activities?
- Do they have safety policies and safety record systems?
- Has the contractor any references from other school projects.

Essential safety matters must be agreed and extra care taken in assessing competence and defining the work. Before the contract is placed, there may need to undertake pre-contract investigations / discussions based on the work, such as asbestos surveys, ground surveys, etc.

In addition, when contractors arrive on site to commence work the school will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works.
- Any changes to the work activities will be discussed with the Headteacher, or school representative, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary.
- Any contractors, sub-contractors or self-employed persons must be provided with and familiar with any local safety rules, as well as the schools Health and Safety Policy.
- A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.
- Specifically hazardous works e.g. 'hot work' are governed and monitored via a 'Hot Work Permit' between the school and contractor.

At all KMAT Schools, all substantial projects will be managed with the support of certified architects, surveyors etc. as needed who will undertake all preparatory work, including all aspects of Health and Safety management prior to any project. They will involve and liaise with the CEO and Headteacher prior to and during any project.

#### 4. COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site is compiled and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS) to accompany each product.
- The arrangements for the delivery of hazardous substances to the school are managed by the Site Manager. Deliveries of hazardous substances are planned for outside the school academic hours and are temporarily stored in / or immediately moved to the Site Managers store.
- Any new products that are brought into the school that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage will require a risk assessment to be undertaken by the site manager.
- COSHH risk assessment forms are available on the **KMAT Headteacher Drive in the risk Assessment section.**
- Details of products used by the site manager are kept in the site manager's office.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- If applicable, cleaning contractors are expected to have their own COSHH procedures and arrangements that will dovetail into the school's arrangements..

## 5. Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is brought to the attention of the Site manager so that remedial action can be taken. This is done through the Hazard /Maintenance Reporting Log.
- Any faulty equipment must be taken out of use and if appropriate isolated and labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the Site manager, so it can be logged, actioned and monitored.

## 6. Display Screen Equipment (DSE)

- The School has a duty to undertake risk assessments of the workstations of staff who habitually use a computer or laptop. A 'user' is defined as a member of staff who habitually uses display screen equipment as a significant part of their normal work. Significant is taken to be continuous / near continuous regular spells of an hour at a time e.g. admin staff, bursars.
- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment using the KMAT DSE Self-Assessment form.
- DSE assessments will be reviewed annually; or where equipment changes, or office layouts change or when there are staff changes.
- Those staff identified as DSE 'users' shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician and some costs can be claimed from the school (and corrective lenses if required specifically for DSE use) - See expenses Policy for conditions.

## 7. Online-Safety

Online-Safety is recognised as an essential aspect of strategic leadership in the school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school. The Headteacher will ensure that the Policy is implemented and monitored each year.

**Please refer to the Kaleidoscope Online-Safety Policy.**

## 8. Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the Site manager, school office, or through the hazard reporting procedures. Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labelled for repair. Staff must not use equipment they suspect as faulty.
- Portable appliance testing is carried out by qualified electricians annually as part of the Compliance Contract.
- Staff have been informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) has been undertaken.
- The list of PAT tested items is kept within the Compliance folder. During the testing, all defects are either repaired or removed, labelled defective and stored in a secure area.
- The fixed electrical installations are inspected every five years.
- Electrical socket outlets must not be overloaded. Staff must have a basic understanding of electrical safety to ensure they do not overload electrical circuits.
- Where using portable equipment e.g. vacuum cleaners cords should not be stretched with undue pressure exerted on plugs and sockets.
- Where it is necessary to use extension lead this must be only as a temporary measure. Extension leads should be fully unwound.
- Hirers of the school's facilities / rooms, contractors and visitors must ensure that any electrical equipment they bring in to the school must have an appropriate portable electrical test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

## 9. Fire Safety

The following are the Assembly points in each school
Ashcombe – School Field
Becket – School Field and main care park for out of hours lettings
Christ Church - In the school lane outside of the main gate (Christ Church Path lane)
Crockerne – Playground 1 and Playground 2
Hutton - School Holt (upper) Playground or field if required
St Martins- Main front Playground
Worle Village - Lower Playground

- The School has a separate Fire Safety Policy and Fire Safety Arrangements Document.
- Principally for the provision of asset protection the Fire Alarm system is monitored at all times and a cascade system is in place to inform the Head/Head of school and Site Manager of an alarm activation.
- The Responsible Person is the Head Teacher who is also the principal Fire Co-ordinator.
- The Headteacher/Head of School/Fire Marshals and Site Manager are able to act as Fire Co-ordinator in case of absence.
- Should the Emergency Services attend the site the Fire Co-ordinator will inform the Senior Fire Officer of the emergency situation to include persons unaccounted for, location of alarm activation (if known), location of potential hazards, gas shut off points, and Mains Isolation switch.
- All Staff receive Fire Safety training appropriate to their role and responsibilities.
- Teaching Staff and support staff evacuate their class or groups following school procedures to ensure all pupils are safely evacuated and accounted for should there be a fire alarm activation.
- There is no expectation of staff to “sweep” the premises for persons unaccounted for unless on their evacuation route.
- There is no expectation of Staff to fight a fire. Fire Extinguishers are only to be used by staff if the fire is blocking the fire exit route.
- The Assembly Points are detailed above for each school.
- Fire Safety checks are carried out by the Site Manager or Contractors as part of the School's Compliance Contract.
- Fire Safety checks are recorded in the Fire Log or Compliance Files as appropriate. Records are kept in the Site managers or main office.
- Fire Safety checks include Fire alarm weekly testing and bi-annual servicing, monthly checks of Emergency Lighting, Portable Fire Fighting Equipment, Fire Doors, Fire Exit Doors and Fire Safety Signage. Annual checks will be carried out as appropriate.
- Hot Works are controlled by the Site Manager and a Permit to Work. Records of Hot Works are kept in the Fire Log.
- Fire Drills form part of Fire Safety Training and enable staff and pupils to become familiar with Fire Safety Arrangements and Procedures. **Fire Drills are carried out a minimum of 3 times a year.** Details of each Fire Drill is recorded in the Fire Log.
- Visitors will be made aware of Emergency Evacuation Arrangements and Procedures as appropriate.
- Hirer's of School premises are made aware of Fire Safety Arrangements as appropriate.

- A Personal Emergency Evacuation Plan will be undertaken by the Responsible Person for any individual it is considered appropriate.
- Displays and decorations will be controlled such that Fire Safety and Evacuation Procedures remain uncompromised.

**Fire Action**

School	Action
Ashcombe	<ul style="list-style-type: none"> <li>● Fire Action signage is located at every exit and forms the bases of instructions to be followed in the event of a fire.</li> <li>● Each Class has an “Emergency Grab Bag” and a Class Register.</li> <li>● Fire Wardens will collect the “Class Emergency Grab Bag” and supervise pupils leaving the building to the Assembly Point.</li> <li>● LT/fire warden to check building is clear after classes emptied</li> <li>● At the Assembly Point Fire Wardens will account for pupils and will then report to the Fire Coordinator. Staff will raise their hand in an ‘all accounted for’ sign.</li> <li>● Admin staff will account for Staff and Visitors and will then report to the Fire Coordinator.</li> <li>● Staff, pupils and Visitors will remain at the Assembly Point until instructed to re-enter the building by the Fire Coordinator.</li> <li>● The fire and rescue services will be called by the fire safety coordinator in the event of a confirmed fire.</li> </ul>
Becket	<ul style="list-style-type: none"> <li>● Fire Action signage is located at every exit and forms the bases of instructions to be followed in the event of a fire.</li> <li>● Each Class has an “Emergency Grab Bag” and a Class Register.</li> <li>● Fire Wardens will collect the “Class Emergency Grab Bag” and supervise pupils leaving the building to the Assembly Point.</li> <li>● At the Assembly Point Fire Wardens will account for pupils and will then report to the Fire Coordinator. Staff will raise their hand in an ‘all accounted for’ sign.</li> <li>● Admin staff will account for Staff and Visitors and will then report to the Fire Coordinator.</li> <li>● Staff, pupils and Visitors will remain at the Assembly Point until instructed to re-enter the building by the Fire Coordinator.</li> <li>● The fire and rescue services will be called by the fire safety coordinator in the event of a confirmed fire.</li> </ul>
Christ Church	<ul style="list-style-type: none"> <li>● Fire Action signage is located at every exit and forms the bases of instructions to be followed in the event of a fire.</li> <li>● Each Class has an “Emergency Grab Bag” and a Class Register.</li> <li>● Fire Wardens will collect the “Class Emergency Grab Bag” and supervise pupils leaving the building to the Assembly Point.</li> <li>● At the Assembly Point teachers will account for pupils and will then report to the Fire Coordinator. Staff will raise their hand in an ‘all accounted for’ sign.</li> <li>● Admin staff will account for Staff and Visitors and will then report to the Fire Coordinator.</li> <li>● Staff, pupils and Visitors will remain at the Assembly Point until instructed to re-enter the building by the Fire Coordinator.</li> <li>● The fire and rescue services will be called by the fire safety coordinator in the event of a confirmed fire.</li> </ul>
Crockerne	<ul style="list-style-type: none"> <li>● Fire Action signage is located at every exit and forms the bases of instructions to be followed in the event of a fire.</li> <li>● Each Class has an “Emergency Grab Bag” and a Class Register.</li> </ul>

	<ul style="list-style-type: none"> <li>● Fire Wardens will collect the “Class Emergency Grab Bag” and supervise pupils leaving the building to the Assembly Point.</li> <li>● At the Assembly Point teachers will account for pupils and will then report to the Fire Coordinator. Staff will raise their hand in an ‘all accounted for’ sign.</li> <li>● Admin staff will account for Staff and Visitors and will then report to the Fire Coordinator.</li> <li>● Staff, pupils and Visitors will remain at the Assembly Point until instructed to re-enter the building by the Fire Coordinator.</li> <li>● The fire and rescue services will be called by the fire safety coordinator in the event of a confirmed fire.</li> </ul>
Hutton	<ul style="list-style-type: none"> <li>● Fire Action signage is located at every exit and forms the bases of instructions to</li> <li>● be followed in the event of a fire.</li> <li>● Each Class has an “Emergency Grab Bag” and a Class Register.</li> <li>● Fire Wardens will collect the “Class Emergency Grab Bag” and supervise pupils leaving the building to the Assembly Point.</li> <li>● At the Assembly Point Fire Wardens will account for pupils and will then report to the Fire Coordinator. Staff will raise their hand in an ‘all accounted for’ sign.</li> <li>● Admin staff will account for Staff and Visitors and will then report to the Fire Coordinator.</li> <li>● Staff, pupils and Visitors will remain at the Assembly Point until instructed to re-enter the building by the Fire Coordinator.</li> <li>● The fire and rescue services will be called by the fire safety coordinator in the event of a confirmed fire.</li> </ul>
St Martin’s	<ul style="list-style-type: none"> <li>● Fire Action signage is located at every exit and forms the bases of instructions to be followed in the event of a fire.</li> <li>● An “Emergency Grab Bag” including Class Registers is held in the school office (backpack).</li> <li>● Fire Wardens will supervise pupils leaving the building to the Assembly Point.</li> <li>● Fire warden to check building is clear after classes emptied</li> <li>● At the Assembly Point class teachers will account for pupils – an initial headcount then a register if a pupil is missing- and will then report to the Fire Coordinator.</li> <li>● Staff will raise their hand in an ‘all accounted for’ sign.</li> <li>● Admin staff will account for Staff and Visitors and will then report to the Fire Coordinator. A register ‘Evac’ list is printed.</li> <li>● The kitchen block manages their own visitors and staff – they signal to the admin staff that everyone is accounted for.</li> <li>● Staff, pupils and Visitors will remain at the Assembly Point until instructed to re-enter the building by the Fire Coordinator.</li> <li>● The fire and rescue services will be called by the fire safety coordinator in the event of a confirmed fire.</li> </ul>
Worle Village	<ul style="list-style-type: none"> <li>● Fire Action signage is located at every exit and forms the bases of instructions to be followed in the event of a fire.</li> <li>● The office staff collect grab bag and school registers on exit.</li> <li>● Teachers/support staff will supervise pupils leaving the building to the Assembly Point.</li> <li>● At the Assembly Point, teachers will account for pupils and will then report to the Fire Coordinator. Staff will signal an ‘all accounted for’ sign.</li> <li>● Admin staff will account for Staff and Visitors and will then report to the Fire Coordinator.</li> <li>● Staff, pupils and Visitors will remain at the Assembly Point until instructed to re-enter the building by the Fire Coordinator.</li> </ul>



- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• The fire and rescue services will be called by the fire safety coordinator in the event of a confirmed fire.</li></ul> |
|--|--|

**Please refer to the Fire Policy and Fire Procedures for further advice and guidance.**

### **Arson**

Cases of arson in schools are on the increase and school sites are vulnerable when not in use e.g. at weekends or during holidays. Schools have a Fire risk assessment in place and also take the following precautions to minimise the risk of arson.

- Ensure that bins are emptied across the site every day.
- Bins are not next to school buildings and secured so that they can't be moved around the site.
- Skips and building waste are secure and away from the building
- Entry to school premises is managed.
- Gates and boundaries are secured and locked at the beginning and end of the day.
- The site manager checks the building for evidence of intruders on a daily basis
- External lighting is in place
- Flammable liquids are securely stored and the accessibility of ignitable materials is limited.

### **10. First Aid**

- The details of the appointed person(s) who holds the nationally recognised qualifications are held in the school office. These named persons are qualified to administer first aid to casualties.
- The First Aid area is where the first aid box is located. In some schools there is a First Aid Room.
- The nominated first aid supervisor ensures that there are sufficiently stocked first-aid boxes and they ensure that the contents of the first-aid boxes are replenished as and when necessary. First aid boxes do not contain any medication, tablets, creams or ointments.
- If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where parents/guardians cannot be contacted.
- The procedure for the completion of incident/accidents records will be followed. (See Accident, Reporting, Recording and Investigations arrangements) Please refer to the First Aid Procedures for further advice and guidance.

### **11. Glass and Glazing**

An inspection of Glass and glazing is carried out by the Site manager and forms part of an Annual health and Safety inspection carried out by Educating Safely. This document is kept in the Site Manager's office.

### **12. Infectious Diseases**

The Health Protection Agency poster on guidance on infection control in schools and other childcare setting is located in the school office. Please refer to the First Aid Policy / Policy for Supporting Pupils with Medical Conditions, and the Health and Safety Manual for further information and guidance.

**Infection prevention and control:**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **12.1 Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **12.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Put tissues in the bin.
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **12.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing), cleaning during COVID restrictions.
- Wear goggles if there is a risk of splashing to the face
- Wear masks if cleaning where staff/pupils with suspected COVID symptoms have been or if dealing with COVID linked first aid or pupils with SEN or behavioural needs who might spit etc.
- Use the correct personal protective equipment when handling cleaning chemicals

### **12.4 Cleaning of the environment**

- Clean the environment frequently and thoroughly
- Clean the environment, including toys and equipment, frequently and thoroughly
- During COVID-19 restrictions follow the cleaning regime detailed with the school's risk assessment.

### **12.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **12.6 Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### **12.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, masks, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **12.8 Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### **12.9 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **12.10 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **13. Lettings**

All lettings must be approved by the Headteacher/Head of school/Governing Body.

- Conditions for lettings are set out on the Letting Form which must be completed accordingly.
- Details of the schools emergency contact details are provided to the hirer.
- Emergency procedures and arrangements are in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers risk assessments may be requested.
- Adequate insurance is required from any hirer.
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building. Please refer to the Lettings Policy for further advice and guidance.

## **14. Lone Working**

- There are three Lone Working situations associated with the school where significant risk arises. In each case the availability of a mobile phone is imperative.

These are:-

- Out of hour's emergency call-out to attend site in the event of an intruder alarm activation. Check with the alarm monitoring company as to whether 1 or more sensors have been activated. If only 1 sensor, enter the building with caution (most likely a false alarm). If more than 1 sensor, phone another member of staff or the police to attend before entering the building.
- Out of hour's emergency call out to attend site in the event of a fire alarm activation. Extreme caution is required before entering the building. If no visible signs of fire enter the building at either entrance where a Fire Panel is located. Check the Fire Panel to establish the location of the alarm activation. Investigate with extreme caution. If a fire is confirmed or in any doubt call the Fire and Rescue Services.
- Works being carried out by Caretaker/Site Manager during School holidays. Special considerations and risk control measures will be made for Lone Working during school holidays. A risk assessment will be carried out for any activity likely to pose significant risk. Lone working training will be provided as appropriate. A mobile phone will be provided to make regular supervisory checks and safe return to home.
- **Lone Working training must be undertaken to all staff where it is applicable.**

## 15. Manual Handling

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Expectant mothers must undertake manual handling activities in a safe manner.
- Staff who have medical conditions and or have recently received surgical operations must not undertake any unsafe manual handling activities.
- Staff are required to assess any hazardous manual handling operations.
- Staff, whose main duties do not include manual handling but could be expected to carry and lift certain items, would benefit from suitable information and training.
- Staff must ensure they are physically capable of safely completing a manual handling task.
- A manual handling risk assessment should be carried out and recorded on all those handling activities that may pose a risk of injury to school staff. They do not need to be recorded if it could be easily repeated and explained at any time because it is obvious; or the manual handling operations are quite straightforward, of low risk, are going to last only a very short time, and the time taken to record them would be disproportionate.
- When staff are required to handle goods (stock, furniture) that may be hazardous, they must have received suitable and sufficient training, know how to carry out safe manual handling including good handling technique, use mechanical aids whenever possible, undertake team manual handling when required.
- **Manual Handling training must be undertaken to all staff where it is applicable.**

## 16. Medication

**Please refer to the Policy for Supporting Pupils with Medical Conditions for further advice and guidance.**

## 17. Play Equipment

Gym Equipment:

- All staff should check the PE apparatus before use.
- The PE equipment is inspected annually by an approved contractor and a record of the inspection is kept in the H&S file.

Outdoor play equipment:

- External play equipment will only be used when supervised.
- A visual equipment check will be carried out by staff before use, a quarterly operational check will be carried out by the site manager for any apparent defects.
- The outdoor play equipment is inspected annually by an approved contractor and a record of the inspection is kept in the Gymnasium and Outside Play Equipment file, located in the Site Managers/Main School Office.
- The school has a risk assessment for the outdoor activities that includes the play equipment.
- Playground equipment rules are explained to pupils and reinforced when appropriate.

## **18. Personal Protective Equipment**

- Personal Protective Equipment (PPE) will be provided free of charge where it is identified as a control measure.
- The equipment needs to be fit for purpose and appropriate with other PPE.
- The Headteacher/Head of school or Line Manager is responsible for periodic checking of the equipment and for ensuring the equipment is worn by the employee or pupils when required.
- Staff members are responsible for ensuring that they use PPE where it is provided.
- Suitable and sufficient signage will be displayed for the use of PPE.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

## **19. Risk Assessments**

- Risk assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk assessments are available for staff to view and are held on the shared drive or available in the school office.
- **KMAT Risk assessment templates can be found on the Headteacher Drive - these must be personalised to the schools context.**
- Staff are involved in the adoption, review or amendment of risk assessments.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Individual risk assessments must be completed for pupils with specific needs/risks. **A template is available on the KMAT Headteacher Drive.**
- Risk assessments will be reviewed annually as a minimum.
- A specific risk assessment for expectant mothers will be undertaken.
- All school trips or learning outside the classroom activities will have recorded risk assessments. (See school trips section).
- Every off site visit taking place after school hours, of a medium/high risk or for residential use will be assessed.
- It is essential that risk assessments are shared with all staff and volunteers; it is relevant to e.g. school trip risk assessment.

## **20. Safeguarding**

- The Trustees and LGB fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- KMAT has a Safeguarding Policy that is reviewed every September in line with revisions to national and local policies.
- The Safeguarding Leads for Kaleidoscope MAT are Sue Elliott and Simon Marriott.

- All staff, Trustees and Governors have received safeguarding training

## **21. School Trips/off site activities**

KMAT has a School Trips Policy.

The named competent person (a senior leader) nominated as Educational Visits Coordinator (EVC):

<b>Ashcombe</b>	Lisa Driscoll
<b>Becket</b>	Zoe Bembridge/Maria Bamford
<b>Christ Church</b>	Kerry James
<b>Crockerne</b>	Emma Bray
<b>Hutton</b>	Rachel Whiting
<b>St Martin's</b>	Sue Elliott/Tracey Thomas
<b>Worle Village</b>	Sue Elliott

- Activities will be led by Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary risk assessments before departing.
- The school uses the ECLIVE on-line system for school trips. Category A, B and C trips will be completed via the ECLIVE system. The EVC will be provided with all relevant information and risk assessments for school trips or off site visits.
- For Category C trips the Head Teacher will 'sign off' the trip. (Reference to the Schools Trip Policy should be made.)
- Category C trips are sent to the Health and Safety Advisor (Educating Safely) for spot check review.
- Pupils will be briefed about the off-site visit, together with expected behaviour rules.
- Staff will be fully briefed about the off-site visit.
- Adequate staff to pupil ratios will be assessed.
- Parents will receive relevant information about the off-site visit and the requirements of the parents to provide suitable and sufficient clothing, refreshments or other facilities.
- Advice from the SENDCO is sought if applicable for individual pupils.
- Volunteers on any off site visits will be provided with a briefing of their roles, safeguarding issues and be provided with a copy of the risk assessment.
- All staff will be DBS vetted. Volunteers may not be DBS vetted. However volunteers will always be paired with a member of staff and will not be left unsupervised with any pupils and they will not take pupils to the toilets on any visit.

## **22. Smoking**

All KMAT schools are non-smoking sites. **This includes vaping.**

## **23. Staff Consultation**

The Trust, through the Head teacher, will make arrangements for full and proper consultation with employees on health and safety matters.

There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

**24. Wellbeing**

- Trustees and Governors will include workplace stress and wellbeing as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.
- Where workplace stress arises, Governors, in consultation with the Head of school, will deal with the issue in a sensitive and constructive manner using reasonable means to manage stress and assist staff.
- KMAT schools will follow the HSE Management Standards for work related stress in demonstrating good practice through a step by step risk assessment approach.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager in the first instance.
- The senior leaders, Occupational Health, and an Employee Assistance Programme are available to staff and should be contacted when required.
- Please refer to the Policy and Procedure for Managing Attendance for further advice and guidance

**25. Violence to Staff**

- The Head Teacher and Governors are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Headteacher.
- Staff are asked to keep a record of such episodes.
- An accident report form should be completed.
- Appropriate steps will be taken by the Head Teacher to deal with such a situation.
- The school may refer to the MATs legal advisors, VWV for any incidents of violence and aggression to staff. A letter may be sent to any violent or aggressive person informing them of the schools position and any arrangements for sanctions or exclusions.
- The KMAT Adult Conduct Towards Staff and Children outlines these procedures and contains sample letters.

**26. Water Hygiene**

<p><b>A water risk assessment has been completed by the school Compliance Contractor on the date below.</b></p>	<p><b>Contractor/Date:</b></p>
<p>Ashcombe</p>	<p>July 2023</p>

Becket	June 2023
Christ Church	August 2023
Crockerne	July 2023
Hutton	December 2021 (next due November 2023)
St Martin's	November 2021 (next due December 2023)
Worle Village	September 2023

- A copy of the Legionella risk assessment is located in the Water Hygiene Log Book in each of the school offices.
- Our compliance Contractor is employed to carry out the requirements of water testing under L8 guidance. The Site Managers carry out regular flushing of little used outlets.
- Temperature recording checks are carried out regularly as part of the Compliance Contract.

## **27. Working at Height**

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to reduce the risk to as low as possible.
- Risk assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the employee / contractor to ensure this takes place.
- The school has access to kick stools, small steps or ladders. Each ladder is assigned a ladder log where its use is recorded.
- The ladder user carries out an inspection of the ladder prior to use and records these checks.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and that they wear the correct clothing and footwear.
- Pupils are generally not permitted to use access equipment, however information, instruction and supervision will be provided to specific pupils who may use access equipment for school related activities e.g. drama.
- Contractors are expected to provide their own equipment and will not be permitted to use the school's equipment.
- **Working at height training must be undertaken to all staff where it is applicable.**

## **28. Work Equipment**

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment should undergo an annual recorded maintenance and service inspection by a competent person.
- Records should be kept and made available for annual maintenance and servicing regimes.
- Employees are responsible for carrying out pre-use visual checks of the equipment within their classroom.
- Employees must not provide their own equipment.
- Personal Protective Equipment will be provided free of charge if required.



## **29. Work Experience Pupils**

The Lead for work experience placements in conjunction with an external organisation will provide guidance on student work experience placement. The Lead in conjunction with the school/college the work experience pupil attends will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

For work experience placements at the school the students will be monitored / supervised by the class teacher or support staff they are assigned to, and liaise if necessary with the Work Experience lead.

## **30. Workplace Inspections and Premises Risks**

The Headteacher and a Governor representing the Governing Body will undertake regular safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action. The executive Head teacher will ensure that hazards associated with premises are monitored and controlled.

The Health and Safety Governor will be involved / undertake inspections on a termly basis (three times per year) and report back to the Local Governing Body with a written report. This will follow the KMAT Governor Health and Safety Checklist.

## **31. Health and Safety Team**

The health and safety committee focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful management of this area.

The Health and Safety Committee includes: -

- Health and Safety Governor
- Headteacher
- Bursar or equivalent person with Health and Safety oversight
- Site Manager/Caretaker

### **The standard agenda items for a school health and safety committee meetings are:-**

1. Any accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Are there any building works/modifications planned and what are the Health and Safety implications of this project? Has all the necessary paperwork been completed?
  - From the Pre-Qualification questionnaires to the design phase risk assessments; to risk assessments method statements for the job itself and selection of project manager.
  - Is the job notifiable under Construction Design Management Regulations 2007, if so had a CDM Coordinator been appointed etc.?
3. Feedback from high risk departments  
Review of any health and safety audits creating and reviewing action plans
4. Risk assessment progress and review
5. Training needs
6. First Aid provision / qualifications etc.

7. Any school trips taking place and has this been assessed and authorised
8. Inspection findings and required actions.
9. Findings of any compliance issues.

### **32. Compliance**

- This is the testing and inspection of and the reporting on, the School's mechanical and electrical assets to ensure they are maintained and operate safely. Checks are carried out by suitably qualified persons weekly, monthly, quarterly, biannually and annually as appropriate.
- The School's Compliance arrangements are managed by the Site Manager and the Bursar.
- Compliance files are kept in the Site Manager's office.
- The current Compliance Contract has been awarded to Somerset Services for Schools.

### **33. Health and Safety Training**

Health and safety training is managed, recorded and assessed by the Headteacher. The school recognises that while many people will already be aware of risks around their school, effective training will always help reinforce a positive health and safety culture.

KMAT subscribes to the National College online training system which covers all areas of health and safety training. Key training is detailed on the KMAT Essential CPD document for each staff/Governance role.

Training requirements may have been identified by risk assessments, audits, staff appraisals and increased roles and responsibilities of staff and Governors.

Recording when staff and Governors have completed relevant training, assists the school to complete a training needs analysis to ensure everyone has competent knowledge to address effective safety practices and achieve a continual personal responsibility for safety.



06/12/2023