



Kaleidoscope

Kaleidoscope School: Health and Safety Policy

WE BELIEVE YOU CAN

Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

This policy is to be read alongside our risk assessment policy, hygiene policy and personal care policy.

Reviewed- December 2024
To be reviewed annually

Introduction

The Kaleidoscope School are committed to:

- Providing a productive and safe learning environment
- Preventing accidents and any work-related illnesses
- Compliance with all statutory requirements
- Minimising risks via assessment and policy
- Providing safe working equipment and ensuring safe working methods
- Including all staff and representatives in health and safety decisions
- Monitoring and reviewing our policies to ensure effectiveness
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable
- Safe arrangements for the handling, storage and transportation of any articles and substances
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction

Responsibilities

The headteacher and school manager have the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.

The senior leadership team must ensure that:

Reviewed- December 2024
To be reviewed annually

- Policies relating to evacuation and to the response to critical incidents are in place, in date and communicated with all staff.
- The health and safety policy is communicated to all staff
- Records of medical incidents are kept and are available to view and that a sufficient number of colleagues are first aid trained
- Accidents, incidents and near misses are appropriately recorded and investigated
- Security arrangements regarding school premises and facilities are fit for purpose
- They are involved in the monitoring of health and safety training
- They are involved in the continuous monitoring of arrangements for health and safety
- Appropriate permits are used when deemed necessary by the risk assessment
- Adequate assessment and provision for visitors who may be impacted by our undertakings
- Adequate assessment, provision and cooperation with contractors, as to minimise the risks
- Assisting others in the production of suitable and sufficient risk assessments
- Adequate assessment and authorisation for off-site visits are made in advance
- Appropriate maintenance and testing of the fire alarm systems and fire safety management systems (which includes relevant weekly and termly checks)

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work
- Cooperate with their employers on health and safety matters
- Carry out their work in accordance with training and instructions
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place
- Use the correct equipment and tools for the job and any protective clothing supplied

Reviewed- December 2024
To be reviewed annually

- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate
- Report any defects in equipment or facilities to the health and safety officer, or headteacher
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate
- Exercise good standards of housekeeping and cleanliness
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils
- Ensure appropriate medical documents are in place for their pupils
- Ensure appropriate risk assessments are in place for their pupils, in school and offsite.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others
- Dress in a manner that is consistent with safety
- Respond to the instruction of any member of staff, given in an emergency
- Observe the health and safety rules of the school
- Ensure they are aware of how to report accidents and where to go to for First aid.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety

Pregnant workers and new mothers

When a staff member has informed Kaleidoscope School, they are pregnant an individual risk assessment and make any necessary changes to support them. This includes if the staff member:

- Is pregnant
- has given birth in the last 6 months, or
- is breastfeeding

Reviewed- December 2024
To be reviewed annually

Obligation of contractors

Contractors working on the school premises are required to identify and control risks arising from their activities and to share this information with the school in advance of work starting. Contractors will inform the health and safety officer or headteacher of all potential risks to staff, pupils and visitors.

Local Arrangements

This section includes a range of hazards, for which the Kaleidoscope School will ensure suitable arrangements are in place to minimise the risk, as far as is reasonably practicable.

Asbestos management

The Kaleidoscope School will take all necessary steps to avoid the possibility of uncontrolled release and exposure. The arrangements in place will be in accordance with statutory guidance and advice.

To minimise the risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:

- Complying with all regulations concerning the control of asbestos
- Where there is a concern that a material contains asbestos the maintenance team will arrange for the necessary tests to be undertaken.
- A specialised asbestos company will complete a full survey of the school annually, and provide a written report to school. School will then use this report to inform the school management plan, asbestos register, risk assessments and health and safety checks.
- Visual checks will be completed on a weekly basis.

Water Safety (Legionella)

Reviewed- December 2024
To be reviewed annually

Sources of risk from legionella on the site should be identified and all necessary steps taken to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure.

Monthly testing and annual risk assessments to be completed in accordance with statutory guidance and advice.

RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents a RIDDOR report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

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

Occupational diseases must be report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;

Reviewed- December 2024
To be reviewed annually

- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Fire Safety

In line with the Regulatory Reform (Fire Safety Order) 2005, appropriate procedures for ensuring that safety precautions are properly managed will be put in place. These procedures will include fire drills, the appointment of designated fire wardens, and the provision and use of fire extinguishers. A fire risk assessment will be undertaken and implemented for the premises.

The evacuation procedure will be prominently displayed. All staff must be fully conversant with the procedures for evacuation of the premises in cases of a fire and other emergencies. Evacuation procedures will be tested termly and will be timed. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

All fire-fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points, and records maintained.

Personal emergency evacuation plans (PEEPS) will be in place for all pupils who require support during an evacuation, these will be implemented and/or reviewed following each fire drill.

A 'safety pack' will be available by the main door of the school building, this will contain an asbestos register, including floor plans.

First Aid

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, Kaleidoscope School ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. The health and safety officer is tasked with ensuring adequate assessment and provision of first aid facilities.

Accident report and Investigation

All accidents/incidents involving staff, pupils and visitors will be reported to the Health and safety officer.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, certain accidents must also be reported to the Health and Safety Executive.

All accidents will be investigated in a manner which is proportional to the event, and the findings recorded.

Risk Assessment

In accordance with The Management of Health and Safety at Work Regulations (MHSWR) 1999, suitable and sufficient risk assessment will be made for all workplace activities. These assessments will be signed and authorised by a member of the senior leadership team. Risk assessments will be reviewed on a regular basis, or when the activity changes; whichever is soonest. Staff should contribute and are made aware of any changes to risk assessments relating to their work.

Safe Systems of work

To ensure some types of work (such as working at height or working in confined spaces) are carried out safely, safe systems of work will be prepared, detailing how the work should be carried out. These will be used along with the relevant risk assessment to ensure all potential hazards are identified, and details made available on how to conduct the work as safely as possible. For other work activities, lesson plans and/or procedures should be prepared.

Hazardous materials

Hazardous materials are stored locked away in a safe location that is not accessible by pupils in accordance with COSHH guidance.

Reviewed- December 2024
To be reviewed annually

Driving for work

Those who drive for work must be signed up to the company transport scheme. The driver must ensure they purchase the correct level of 'Business use' car insurance, receive authorisation to drive on behalf of the Kaleidoscope School and complete a transport declaration form.

Health

Ensuring the health of our staff is important to us, we will ensure adequate provision for the health and wellbeing of our staff. Staff members who have health conditions that could impact on their work or health at work, are asked to confidentially inform the manager, who can then ensure adequate personal risk assessment and/or support plan is put in place.

Trips and Off-Site activities

All pre-planned trips and off-site activities will be subject to suitable and sufficient risk assessment, prior to the trip/activity taking place. No offsite trip/activity must take place unless a risk assessment has been completed and is in place. A copy of the risk assessment must also be shared with all staff and a copy taken offsite with them.

Information and Training

Health and safety training will be provided and documented for all new employees during their induction period and the requirements of this policy will be brought to their attention. The school manager is responsible for identifying individuals or groups who require training and for ensuring adequate provision. Training records will be kept by the Kaleidoscope School and regular refresher training provided.

Each member of staff is responsible for bringing to the attention of their manager their own personal needs for training. Employees have a responsibility not to undertake duties unless they are confident, they have the necessary competence and training

Contractors, Visitors and 3rd Parties

All contractors, visitors and third parties must report to reception, where they will be asked to sign-in. All contractors, visitors and third parties should be made aware of relevant health and safety procedures. No contractor may undertake work on site without permission from the headteacher or school manager.

Contractors are responsible for the health and safety of their employees and for their safe working practices. Contractors will be required to assess the risks to anyone who might be affected as a result of their work and provide risk assessments and method statements (RAMS) prior to the work commencing.

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Neil Beech- Maintenance and site officer oversees Lee Daley and Andrew Barker Maintenance officers at Kaleidoscope School
---	---

<i>Our arrangements for the monitoring of health and safety are:</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety termly.</i>	
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer

Reviewed- December 2024
To be reviewed annually

<i>Workplace inspections</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer
------------------------------	---

<i>Gates</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer	<i>Daily</i>
<i>Security Doors</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Daily</i>
<i>Finger guards and door fittings</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Weekly</i>

Reviewed- December 2024
To be reviewed annually

<i>Windows and shutters</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Weekly</i>
<i>Perimeter Fence</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Weekly</i>
<i>Easy access to fire extinguisher</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Andrew Barker Maintenance Officer	<i>Weekly</i>
<i>Outdoor play equipment</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Weekly</i>
<i>Fire doors open safely/tension of fire doors</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Weekly</i>

Reviewed- December 2024
To be reviewed annually

<i>Fire alarm alert button glass in place</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Weekly</i>
<i>Fire escape route</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Daily</i>
<i>Indoor lighting</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Weekly</i>
<i>Window damage</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Daily</i>
<i>Toilets, personal care and medical areas</i> <i>Flush taps</i> <i>Flush toilets</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Daily</i>

Reviewed- December 2024
To be reviewed annually

<i>Climbing frames</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer	<i>Weekly</i>
<i>Class furniture- corner protectors</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Weekly</i>
<i>PAT testing and non-PAT testing items</i>	Lee Daley Maintenance Officer Andrew Barker Maintenance Officer Neil Beech- Maintenance Officer and site manager	<i>PAT testing- Monthly</i> <i>Non-PAT testing items- Weekly</i>
<i>Blind cords</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Weekly</i>
<i>Asbestos checks</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Monthly</i>

Reviewed- December 2024
To be reviewed annually

<i>Padlock checks</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Monthly</i>
<i>Legionella water checks</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>Monthly</i>
<i>Emergency lighting</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Neil Beech- Maintenance officer and site manager	<i>Monthly</i>
<i>Sounders</i>	Amy Sadler-Rhodes- School Manager and Health & Safety Officer Sam Goodin- Headteacher Lee Daley Maintenance Officer Andrew Barker Maintenance Officer	<i>6 monthly</i>

Reviewed- December 2024
To be reviewed annually

Reviewed- December 2024
To be reviewed annually