



Health and Safety Policy Version 4

Version 4 August 2018

Approved by the Trustees for review 1 year from this date

KWS EDUCATIONAL SERVICES

HEALTH AND SAFETY POLICY

GENERAL STATEMENT OF POLICY

The Directors/Trustees of KWS are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in our activities. We also accept our responsibilities for the health and safety of contractors and any other person who may be affected by these activities.

It is the intention of the Directors/ Trustees that the established policies and procedures issued shall be followed and developed locally to meet the needs of KWS, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of all activities. It is also recognised that the effective management of health and safety ranks equally with any other managerial or supervisory responsibility.

There is also a legal and moral responsibility on all employees to safeguard their own health and safety and to co-operate with their employer by following established procedures and bringing to the attention of management any health and safety problems of which they are aware.

The Directors/Trustees will ensure that regular Health and Safety inspections are undertaken through DEVELOP EBP and other referring authorities. Peninsular Business Solutions also monitor our health and safety.

This policy will be reviewed annually, to ensure that it is up to date.

ORGANISATION AND RESPONSIBILITIES

General

The Directors/Trustees assisted by outside auditors and the Health and Safety Executive have responsibility for keeping under review standards of health and safety within the units. Where deficiencies are identified the Directors/Trustees and unit managers are responsible for ensuring that where reasonably practical, corrective action is taken. Day to day executive responsibility rests with the Unit Managers or in their absence with the support staff.

Directors/Trustees

The Directors/Trustees will undertake the following:

- Be familiar with referring agencies' health and safety policies.
- Provide adequate resources, so far as is reasonably practicable, to deal with health and safety matters.

- Receive a regular report from the unit managers on health and safety standards including details of accidents and acts of violence and aggression.
- Ensuring that all premises, and equipment falling under their responsibility are adequately maintained and inspected particularly in respect of statutory requirements as to ensure the health and safety of staff, young people, visitors and contractors who may visit or use the premises as a place of work.
- Ensuring that all contractors undertaking work on the premises are competent has sufficient resources, particularly personal liability insurance and that adequate risk assessments are provided by both parties as appropriate.
- Ensure that all staff employed by KWS including volunteers receives appropriate training, information and supervision on health and safety matters to ensure that they can undertake their responsibilities with minimum risk to their health and safety as well as those who may be affected by their actions.

Unit Managers

The unit manager has overall responsibility for the day to day management of health and safety on premises. In particular:

- Ensure that this health and safety policy is complied with at all times.
- Ensure that the health and safety standards detailed in The Health and Safety Manual are implemented and maintained
- Ensure that all staff are adequately consulted on health and safety matters and that records are kept of such meetings.
- Ensure that health and safety standards are monitored by regular inspections.
- Ensure that written risk assessments are carried out where there are significant risks.
- Ensure that all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that the cause is investigated and that all reasonably practicable steps have been taken to prevent its re-occurrence.
- Ensure the maintenance and repair of machinery, plant and equipment is carried out as appropriate, by a competent person.
- Ensure that adequate first aid provisions are made in accordance with the first aid arrangements as laid down in the Health and Safety Manual and that there is a sufficient number of qualified staff able to administer first aid.

- Ensure that all employees including new employees receive adequate health and safety information, instruction and training to enable them to work without undue risk.
- Be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.
- Ensure effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that fire fighting equipment is readily available and properly maintained. That a fire risk assessment is carried out as laid down in the Health and Safety Manual.
- Has a duty to check the general condition of the premises and, in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with.
- Where action required is outside his authority or ability, the matter will be reported to the Directors/Trustees for appropriate action.
- That staff are given necessary health and safety information on safe working procedures; that the safety checking of their equipment is carried out; and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 1999 and the management guidelines.

Other Staff

- All staff have a responsibility for carrying out their work in accordance with any instructions or training provided.
- All staff have a health and safety responsibility to ensure that they are safe in what they are doing and their actions/activities do not cause harm/injury to others. Accordingly, all staff shall ensure that they comply with the health and safety policy, training or instructions.
- Any faulty equipment or hazard likely to cause a risk to the health and safety of others must be brought to the attention of the unit manager.
- All staff must carry out their duties so as to avoid endangering themselves or others.
- All staff are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. identify hazards
- Non teaching staff shall report hazards to their immediate line manager.

Young People

- All young people are required to act in accordance with any school health and safety rules and procedures and not to behave in a way, which would put themselves or others in danger.

- Young people are also required not to interfere with, or misuse safety and fire equipment.
- Young people are reminded of their responsibilities through induction and regular assemblies and keywork.

Specific Responsibilities

The following staff have been nominated to be responsible for the following areas of health and safety:-

Fire Safety	- Sarah Nichols-Weaver and Gail Maddix, Fire service
First Aid	- Sarah Nichols-Weaver, list of first aiders on notice
Administration of Medicines	- Sarah Nichols-Weaver
- COSHH	- Unit Managers
Electrical Safety	- David Chandler
Asbestos	- Landlords
Display Screen Equipment and CCTV	-Infinite IT solutions
Fire Fighting Equipment	- Secure Fire Services
Fire Panel and Intruder alarms	- Salvus Alarms.

ARRANGEMENTS

Training

All new employees shall be provided with induction training appropriate to their health and safety needs.

In the case of volunteer helpers it will be the responsibility of the relevant unit manager to ensure that appropriate information is passed on to them.

All employees and volunteers shall on their first day of employment be informed of what to do in the event of a fire and what first aid arrangements are in place.

Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

Emergency Procedures (Fire)

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill.

The fire alarms shall be tested weekly and those staff not hearing the alarm shall report the fact to the nominated fire safety officer. The fire alarm shall be tested once a week as follows:-

Day	Monday	Time	15.00	Duration	30 seconds
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The fire evacuation drill shall be carried out once a term as instructed by the unit managers.

Staff are required to report defects or missing fire fighting equipment to the fire safety officer immediately.

Fire exits, routes and fire fighting equipment shall not be obstructed at any time.

First Aid

A list of trained first aiders and the location of first aid boxes will be posted up in the main office and throughout the units.

The staff member responsible for first aid shall ensure that the contents of the first aid boxes are replenished as necessary and comply with the contents laid down within the Regulations.

All first aiders and staff shall ensure that accidents are reported as outlined below and that the staff member responsible for first aid is informed if items from the first aid box are used.

Administration of Medicines

Guidance on the administration of medicines to pupils is set out in 'The Management of Medical Conditions and Guidance on the Administration of Medicines to Pupils'.

Accident and Ill Health Reporting

All staff are required to ensure that all accidents, incidents and near misses are reported to the school's main office, who will then ensure that serious incidents are reported to the Directors/Trustees and that the appropriate management guidelines, contained within the Health and Safety Manual, are followed.

Violence to staff

A selection of staff involved in the physical intervention of pupils will have undergone appropriate Team Teach training. Only recognised removal techniques and holds will be used in the physical management of young people.

Any instance of a violent assault towards an adult must be reported to the Directors/Trustees. The member of staff must record the assault on the Physical Management sheet within 24 hours (ideally on the same day). As a result of any physical assault/intervention the pupil/s involved will have their Risk Assessments reviewed and possibly amended.

Equipment and Electrical Testing

The Unit Managers will ensure that testing, inspection and maintenance of equipment as outlined in the property log book and the management guidelines within the Health and Safety Manual are undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by young people. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labeled, locked away and the defect reported to unit manager who will arrange for repair or replacement.

PAT testing will be undertaken annually by the correct trained member of staff. NICEIC tests are carried out 5 yearly.

The Unit Manager will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines.

CCTV

CCTV is fitted throughout the units both inside and outside to ensure the safety of young people, staff and the general public. Control and servicing of CCTV is sub contracted out to Infinite IT solutions.

Asbestos

A copy of the Asbestos Log Book is kept in the school office.

The nominated member of staff responsible for asbestos shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the Log Book.

All contractors shall be referred to the asbestos log book before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log book before commencing work.

Contractors

The unit managers shall ensure that the management guidelines regarding contractors are adhered to at all times.

Educational Visits and Journeys

All educational visits and journeys must be approved by the Headteacher, who shall ensure compliance with the Educational Visits and Journeys Policy.

Manual Handling

Wherever practicable all staff should avoid the manual handling of heavy equipment.

Consultative Arrangements

- Issues relating to health and safety will be raised as items on the Staff Meeting agenda.
- All incidences of violence and aggression must be reported and documented in accordance in line with the Behaviour Policy. All staff must share any concerns relating to individuals and a perceived risk that they may present. Risk Assessments should be completed for all young people identified as being a risk.
- It is recognised that the job presents high levels of stress. If any member of staff feels that they need to share any issues they should seek a Director/Trustee to discuss their problems with.