

# Health and Safety Policy

King's College London  
Mathematics School

## Monitoring and Review

	Name	Date	Role
Updated	Gaenor Stevenson	28/01/21	Business Manager
Reviewed	Finance and General Purposes Committee	Spring 2021	Governors
Next review	Finance and General Committee	Spring 2023	Governors

## 1 Introduction

King's College London Mathematics School (hereafter known as KCLMS) recognises and accepts that every one of its employees, students and visitors to KCLMS is entitled to a safe and healthy environment.

It is the intention of the Governing Body of KCLMS that all appropriate steps will be taken to meet statutory requirements including the Health and Safety at Work Act 1974, recognised codes of practice and guidance notes in establishing a safe and healthy environment.

The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate KCLMS community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. KCLMS's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

## 2 Responsibilities

A Department for Education (DfE) guidance note on the statutory responsibilities of schools is given in Appendix A of this policy.

### Responsibilities of the Governing Body

2.2 In discharging its responsibilities, the Governing Body will:

- i make itself familiar with the requirements of the appropriate legislation and codes of practice;
- ii create and monitor a management structure for Health and Safety;

- iii ensure that there is an effective and enforceable policy for the provision of health and safety throughout KCLMS, and, that it is implemented;
- iv periodically assess the effectiveness of the policy and ensure that any necessary changes are made;
- v identify and evaluate risks relating to possible accidents and incidents connected with KCLMS-sponsored activities, including work experience.

2.3 In particular, the Governing Body undertakes to provide as far as is reasonably practicable:

- i a safe place for all users of the site to work, including safe means of entry and exit;
- ii plant, equipment and systems of work that are safe;
- iii safe arrangements for the handling, storage and transportation of articles and substances;
- iv safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- v supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner;
- vi provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

#### **Responsibilities of the Head**

2.4 The Head has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Head will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

#### **Responsibilities of the Health & Safety Manager**

2.5 The Head will designate a member of the SLT to be KCLMS's Health and Safety (H&S) Manager, currently the Business Manager. The H&S Manager will be responsible for the day to day implementation of the Health and Safety Policy and will be the designated contact with the Health & Safety Executive.

The H&S Manager should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law.

### **Responsibilities of Supervisory Staff**

- 2.6 All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
- 2.7 In addition to the general duties that all members of staff have, they will be directly responsible to the H&S Manager for the implementation and operation of KCLMS's Health and Safety Policy within their relevant departments and areas of responsibility.
- 2.8 Responsibility for aspects of Health and Safety are written into the Job Descriptions of KCLMS's managers.
- 2.9 Supervisory staff will take a direct interest in KCLMS's Health and Safety Policy and in ensuring that staff, students and others comply with its requirements.

### **Responsibilities of all members of staff**

- 2.10 All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.
- 2.11 In particular, members of staff will:
- i be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body;
  - ii ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
  - iii see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;
  - iv use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
  - v ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
  - vi report any defects in the premises, plant, equipment and facilities that they observe to the H&S Manager;

- vii take an active interest in promoting Health and Safety and suggest ways of reducing risks.

### **Health and Safety Committee**

- 2.12 KCLMS has a Finance and General Purposes Committee with responsibility for Health & Safety which monitors Health and Safety issues within KCLMS. The Committee reports to the Governing Body.

## **3 Safety Education**

- 3.1 Risk assessment skills, learned in relation to preventing accidents, are transferable to other issues. Where opportunities are available (for example, on Educational Visits and in science lessons), KCLMS staff will encourage the students to engage with and contribute to risk assessments, and thereby develop their own rounded understanding of risk and control measures.

## **4 Health & Safety Arrangements**

### **Fire Safety (see the Fire Policy and Evacuation Plan for the full policy)**

- 4.1 Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.
- 4.2 KCLMS's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- 4.3 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 when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

### **Reporting Accidents**

- 4.4 All accidents to staff, students and visitors must be reported, in writing. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The H&S Manager will ensure that the Health and Safety Executive is informed of reportable incidents.

## **First Aid**

- 4.5 First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.
- 4.6 A DfE good practice guide, Guidance on First Aid for Schools has been written to provide advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which schools may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance on good practice.
- 4.7 In addition, supplies of first aid material are held at various locations throughout KCLMS. These supplies will be checked on a regular basis by a qualified first-aider, further details can be found in the KCLMS first aid policy.
- 4.8 Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.
- 4.9 The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:
- i fume cupboards
  - ii all electrical appliances
  - iii workshop equipment, e.g. lathes, kilns
- 4.10 When new equipment is purchased, it is the responsibility of the H&S Manager to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- 4.11 Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.

## **5 Housekeeping**

- 5.1 The Business Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.
- 5.2 The Business Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

## **6 Visits**

- 6.1 Educational trips and visits must be organised in accordance with KCLMS's Educational Visits Policy
- 6.2 **Regular activities on alternative sites**

Activities such as sports may be away from the school site. For these activities and for the travel in between sites the H&S Manager will make sure that risk assessments are in place and that students are briefed on how to conduct themselves safely.

## **7 Minibuses**

- 7.1 Users of minibuses must be aware of and observe the following requirements:
- i the driver must have a current licence and not been involved in any accident for the past five years, be aged 25 years or over and hold a full licence in Group 'A' or PSV;
  - ii drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence;
  - iii where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation;
  - iv when a charge is being made to passengers, the minibus permit must be displayed in the vehicle;
  - v internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (KCLMS will decide upon the repairer to be used);
  - vi only one person per seat is to be carried;

- vii seat belts are to be worn by all passengers and the driver at all times;
- viii the driver at the time when an offence was committed is responsible for the payment of fines incurred;

## **8 Visitors to KCLMS**

- 8.1 All visitors to KCLMS will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of KCLMS.
- 8.2 No contractor may undertake work on KCLMS site without permission from the Business Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.
- 8.3 Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to KCLMS.
- 8.4 Hirers of KCLMS premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- 8.5 Whilst on site, all visitors and contractors must wear a KCLMS visitor's badge. Cleaning contractor's employees must wear an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in KCLMS by reporting to reception.
- 8.6 If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to KCLMS reception or off the site, as appropriate.
- 8.7 If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

## **9 Security**

- 9.1 All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

- 9.2 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

## **10 Critical Incidents**

- 10.1 As part of its commitment for the well being of staff, students and visitors, KCLMS has set out a procedure which is to be adopted in the event of a critical incident occurring either on KCLMS premises or on an activity away from KCLMS site – see the KCLMS Critical Incidents Policy.

## **Appendix A**

### **Duties as an employer**

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks; and
- ensure that adequate training is given to employees on health and safety matters.