



**KNIGHTSBRIDGE
SCHOOL**

HEALTH AND SAFETY POLICY

RESPONSIBILITIES, ARRANGEMENTS, POWERS AND PROCEDURES

This policy applies to the whole school, including the EYFS.

Issue Status, Distribution and Authorisation

Any changes to these documents shall be made by re-issuing the whole of the document.

The Bursar is responsible for issuing these documents on behalf of the Proprietor/Employer.

Distribution

Copy No. Controlled Copy Holder

- 1 The Proprietor/Employer/Head
- 2 The Bursar who is The Health and Safety Manager (HSM)
- 3 The Educational Visits Co-ordinator (EVC)

Uncontrolled copies of these document, specifically marked 'UNCONTROLLED COPY', can be issued on request to the Bursar. It is the responsibility of the recipient of any uncontrolled copies to ensure that they are holding the latest available information.

Issue Authorisation

These documents are issued on behalf of the Knightsbridge School Limited (forthwith referred to as the Proprietor/Employer), whose registered place of business is 67, Pont Street, London. SW1X OBD referred to as "the School".

Signed:

Date:.....

Proprietor/Employer/ Head:.....

Health & Safety Policy

The overall and final responsibility for Health and Safety is that of the Proprietor/Employer. The day to day responsibility for ensuring this and other health and safety policies are put into practice is designated to the Bursar who is also responsible for ensuring that the health and safety organisational chart is kept up to date and posted in appropriate locations around the premises.

Further details can be found elsewhere in other relevant Health and Safety Policies. The Health and Safety Policy will be reviewed on at least an annual basis and whenever significant changes to the systems and arrangements take place. Where any changes, amendments or additions are made, the revision number will change. Reviews that result in no changes at all will maintain the same revision number.

REVIEW DATE	REVISION NUMBER	SIGNATURE
September 2008	1	EW
September 2009	2	EW
September 2010	1	EW
September 2011	1	EW

The signing and dating of this document signifies that this policy and all other policies and procedures relating to health and safety have been reviewed or considered for review.

GENERAL STATEMENT

The Health and Safety at Work Act etc, 1974 (HASWA) requires all organisations employing five or more people to have a written health and safety policy.

This must contain a general policy statement and the arrangements and organisation for putting the policy into practice. It is the Proprietor's policy to encourage employees, children, parents, volunteers and contractors to adopt a positive safety culture in all their activities and to ensure, as far as is reasonably practicable, to minimise any adverse impact on the environment.

The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. Because the Employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the Employer. However, in some circumstances, for example where an employee failed to take notice of the Employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Management for Monitoring Health and Safety

The Head retains overall responsibility for Health and Safety; however, the Bursar, who is also the Health and Safety Manager (HSM) is designated to carry out the management of Health and Safety on a daily basis. Matters arising regarding Health and Safety should be reported, in writing, to the Bursar who is the Health and Safety Manager.

OUR POLICY

In keeping with the requirements of the Health and Safety at Work Regulations (1974), it is the policy of the Proprietor/Employer to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of employees, children, parents, visitors and volunteers in any school activity whether it be on the school site or off site. This policy also applies to any persons, including contractors, employed by or on behalf of the Proprietor, who visit or work at sites in the control of the Proprietor. The Employer has the power to ensure that the health and safety policy is carried out in-school and on all school activities. The Bursar manages the implementation and monitoring of the policy for the Proprietor

It is our policy:

1. to identify, assess and control the risks to health and safety of all children whilst in our care and to provide a safe and healthy environment for them to enjoy learning;
2. to identify, assess and control the risks to health and safety arising from our work activities and equipment and through the use of materials and substances we work with including their safe handling and storage;
3. to ensure that all staff and parents are made aware of any risks identified and of the systems and procedures we put in place to deal with these risks;
4. to provide a safe and healthy environment for the children to enjoy learning;
5. to provide employees with information, instruction, safe working practices, supervision and training to ensure they are competent to carry out their tasks;
6. to minimise cases of injury and work related ill health and to investigate accidents and incidents that might have resulted in harm to employees;
7. to seek support from and consult with employees on matters concerning their health and safety;
8. to provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
9. to have a clear understanding on actions to take in the event of any emergencies;
10. to ensure that all our staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care including compliance with the DCSF safeguarding procedures;
11. to train all our staff in the particular health and safety issues that affect children;
12. to provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities;
13. to ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
14. to monitor and review this Policy and the various systems, procedures; and
15. to make arrangements for controlling health and safety whenever considered necessary.

This Policy will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The effectiveness of the system will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in this document are carrying out their duties.

This statement was prepared with reference to:

- DCSF Guidance and best practice including *'Health and Safety: Responsibilities and Powers' (DCSF 0803/2001)*;
- Health and Safety responsibilities derived from the *'Health and Safety at Work Act 1974'* and associated amendments and regulations;
- Health and Safety Legislation as enforced by the Health and Safety Executive ((HSE);
- Statutory Health and Safety arrangements and responsibilities; and
- any relevant supporting documents.

The Proprietor has in place, with updates as required:

- *Health and Safety Responsibilities and Arrangements*;
- *Register of Safety Documents and Procedures*;
- *Risk Assessment Methodology*.

Employees, visitors and contractors to any of the Proprietor's owned or operated sites are reminded that it is their duty to look after their own health and safety, to ensure that they do nothing to endanger anyone else, and to co-operate with the School in all matters of Health and Safety. The Bursar undertakes, on behalf of the Proprietor and Head, to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace.

This Health and Safety Policy was agreed on the 1st September 2009 and will be reviewed no later than the 30th September 2010

Signed:..... Date:..... Proprietor / Head

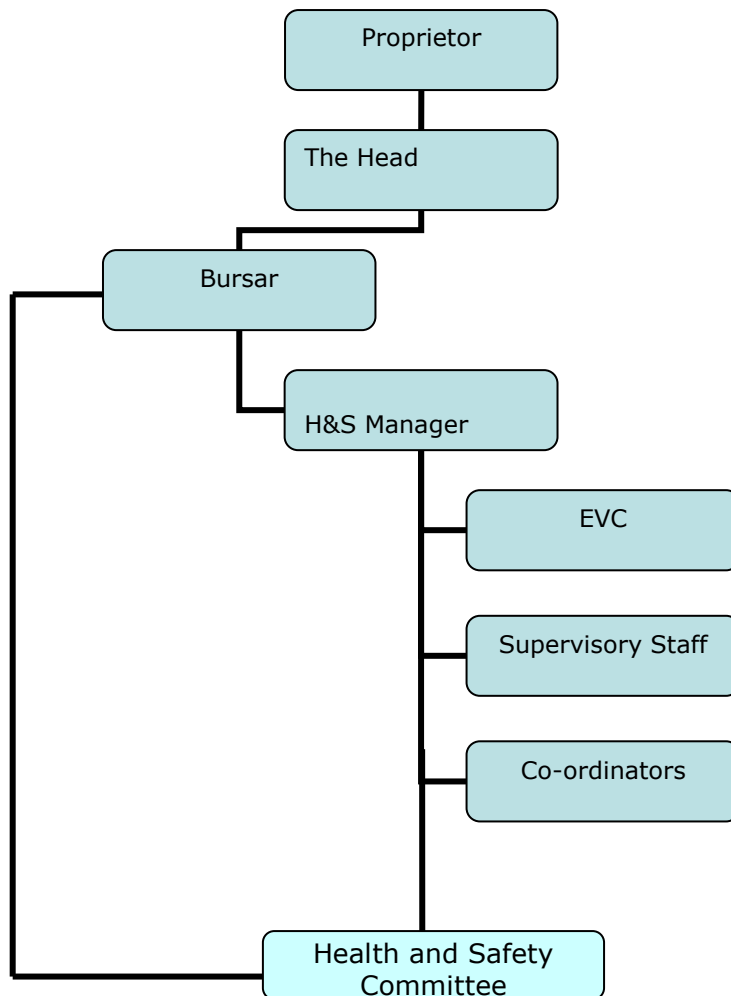
Signed:..... Date..... Bursar

HEALTH AND SAFETY *Responsibilities, Arrangements, Powers and Procedures*

RESPONSIBILITIES

The *Health and Safety at Work Act of 1974* places responsibilities on all our staff. A separate organisation chart is kept and maintained in the entrance and reception area to our school. This shows who the members of staff are and what responsibilities each of them have. This will be amended and updated as and when appropriate. We also have a Health and Safety Law Poster in the reception area that summarises our responsibilities as an employer and the responsibilities of our staff as required by law. The reporting lines for health and safety differ in some ways from

those reporting lines that are applicable for any other issues and concerns an example of which are the child protection procedures.



ARRANGEMENTS

GENERAL ARRANGEMENTS:

The following general arrangements are in place in order to meet the above policy requirements.

- We have a Health and Safety Organisational Chart designed and updated as is appropriate, clearly identifying the specific roles and responsibilities of any individuals or groups of individuals who have been appointed or delegated responsibility. The chart clearly shows the reporting lines for any employed person regarding health and safety.
- We have a Health and Safety Law Poster that is clearly displayed (as required by law) that summarises the responsibilities of everyone and which gives specific contact details for key organisations and personnel.

- We have a dedicated Safety Manager who holds a NEBOSH Level 3 Certificate in Occupational Health and Safety.
- We have other relevant policies and audit procedures that provide specific detail regarding responsibilities and arrangements.
- We hold regular meetings between senior staff that include Health and Safety as a fixed agenda item.
- We undertake to review all policies relating to health and safety on an annual basis and/or more frequently if considered necessary.
- We have a duty roster to ensure the presence of at least two staff members at all times any children are on our premises.
- We have a registration book to record the arrival and departure of all staff, children, parents, visitors and contractors who enter our school.
- We have a master Health and Safety Manual that contains all the necessary information and documents applicable to the procedures, rules and safe running of our premises.
- We require all employees and volunteers to sign that they are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school.
- We have a system for assessing the health and safety risks on all the tasks and activities we do and the areas and locations we do them in. Where appropriate, controls and procedures are put into place to ensure these risks are as low as reasonably practicable.
- We arrange and encourage audits, fire risk and safety inspections from external authorities in order to check that what we are doing and the way we are doing it is right.
- We have our own system of regular checks and monitoring procedures to ensure that our health and safety arrangements are maintained in an effective manner.
- We have direct access to sources of competent people and up to date guidance in all matters of health and safety.
- We make arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures.
- We have specific controls and procedures for any external visits or outings anywhere. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- We have specific controls and procedures for ensuring that children do not have access to any medicines, foods or drinks to which they are allergic. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- We have specific controls and procedures for ensuring the safety of the children in our care from the point of arrival to the point at which they depart. Details of these and any formal registration forms are provided in a separate document and are given to all staff and parents.
- We have a number of particular arrangements that apply every day and at all times. These are listed separately below.

ARRANGEMENTS FOR THE SAFETY AND SECURITY OF CHILDREN:

The following arrangements are specifically put in place to look after all the children in our care at all times.

- Only those staff who are registered child carers and who have been checked by an 'enhanced disclosure' from the Criminal Records Bureau are allowed unsupervised access to the children in our care.
- A minimum of two staff are always present whenever any children are on our premises.

- All arrivals and departures of people, whether children or adults, are recorded.
- There is only one entrance (the main entrance) through which parents, visitors, contractors etc can enter the building. This entrance is controlled through the use of an intercom and electronic door release from inside the building. This is designed to prevent unauthorised access at any time.
- All children in our care are regularly reminded of what is safe and what is not safe to do when on our premises.
- We have installed smoke detectors in all fire risk areas for early warning of any problems that may arise. These are checked on a weekly basis to make sure they work effectively.
- We have installed a fire alarm to enable any member of staff to raise an alarm that everyone else can hear.
- We practise on a regular basis what to do in the event of a fire and make sure all the children in our care know what to do if they hear our fire alarm.
- All our staff are trained in emergency first aid and at least one member of staff who has a current full first aid training certificate is present at all times whilst children are on our premises. All staff are trained in ways that are relevant to young children.
- We have an accident and incident book into which are entered all and any details, no matter how small or minor.
- We only use safety-approved substances for use by children, such as non-toxic glues and paints. We only use water-based products and not solvent-based ones that can give off fumes and vapours.

ARRANGEMENTS FOR THE SAFETY AND SECURITY OF EQUIPMENT:

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by children.
- All our playground play equipment conforms to British Standards for safety design and is positioned in such a way as to allow sufficient space in between for safe movement and access.
- All external play areas of our premises where children might fall from a height are constructed of impact-resistant materials that conform to the relevant standards.
- All internal play equipment is assessed for safety prior to use for the first time and that it is suitable for use by the appropriate ages of children in our care. Only CE-marked equipment (or equipment certified for conformity) is used.
- Regular visible checks are made on the integrity of all play equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.
- Formal inspections of all external play equipment are carried out on an annual basis by a competent person or organisation.

ARRANGEMENTS FOR ACTIVITIES:

- We always ensure adequate numbers of supervisors whenever children are outside playing.
- We ensure parents are always informed of all forthcoming plans for events on our premises.

- We always insist that parents sign consent forms whenever we plan to take the children away from the premises for an outing somewhere, no matter where.
- We encourage all parents to join us on any outings.
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- Whenever we require vehicles to transport children anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.
- We ensure that any drivers of coaches etc that are required to transport the children on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts.

ARRANGEMENTS FOR THE COMFORT AND WELL-BEING OF CHILDREN AND STAFF:

The following arrangements are specifically put in place to try to ensure that children are as happy and comfortable as possible whilst on our premises. We also like to make sure that our staff have the right environment in which to teach and supervise.

- Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems.
- Our windows are designed to be safe, lockable and to allow sufficient light through to provide a bright and cheerful environment.
- Our doors are designed to prevent children's fingers from being trapped by sudden closures and have safe vision panels fitted so that small children can be seen before opening the door from the other side.
- Our floors are designed to minimise the likelihood of slips and trips and are regularly checked to make sure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room for the storage of any items we consider to be potentially harmful if accessed by children. Likewise, lockable cabinets for smaller items.
- We have safe and sufficient ventilation and air circulation systems to maintain a fresh atmosphere in the building.
- All children are encouraged to drink water and fresh water is available at all times. There is no access to any water supplies that are not safe for drinking.

ARRANGEMENTS FOR HYGIENE:

The following arrangements are specifically put in place to minimise the likelihood of any staff or children picking up undesirable diseases, ailments or other health problems. We try to teach our children about the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by children. Only safety-approved cleaning materials are used.

- Our toilet facilities have a particularly high standard of hygiene arrangements in the way they are cleaned on a daily basis and in the facilities provided for washing and drying.
- We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination, including suitable disposal facilities where appropriate.

- All food and drink kept on the premises is stored safely and appropriately. Our refrigerators are kept clean and at a temperature recommended for safe storage. It is checked on a daily basis.
- Whilst we may have from time to time pets and animals on our premises, these have been carefully checked and selected to ensure they do not pose any health and safety risks to children in our care.
- All other pets and animals (such as those belonging to parents and staff) that have not been previously checked and authorised by the school are strictly forbidden inside the premises. Dogs, for example, must remain with their owner outside the school gates at all times and under full control by means of a suitable lead or restraint.

- I, the undersigned, have received a copy of The Knightsbridge School Health and Safety Policy.
- I hereby confirm that I have read and understood this policy.

Signed

Print Name

Date/...../.....