Health & Safety School Policy
School Arrangements

Accountable Trust Committee	Local Governing Bodies (School Arrangements) Audit (H&S Policy Statement)
Policy Area	Risk
Responsible Officer	Trust - Estates Manager (Health and Safety) School – Premises Manager
Status	Trust Template – Published School Policy – Ratified July 2026
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Related Documents

Trust Policies	Trust Finance & Procurement Policy Trust Health & Safety Policy Statement Trust Asbestos Policy Statement Trust Risk Assessment Policy Trust Disciplinary Policy
School Policies and Documents	Accident and Incident Reporting Form (Spreadsheet) Asbestos Register and Asbestos Management Plan Educational Visits Policy Emergency Plan and Emergency Evacuation Procedures Health and Safety internal review Health & Safety Training Log Inspection evidence as logged on Every compliance Risk Assessments Behaviour Policy First Aid Policy Medical Conditions Policy

External Health & Safety at Work Act
Management of Health and Safety at Work Regulations
RIDDOR Reporting
SCC Evolve system reporting
CDM regulations

Document Control

Date	Version	Comments		
08/06/21	Template	Policy template		
	0.1 TEMPLATE	Developed by policy owner		
	0.2 TEMPLATE	Consistency checks and template formatting		
		Type	**Section**	**Change**
			Cover	Referenced policies/documents throughout on front cover
			3.13	Asbestos register must be signed by staff/contractors
			3.18b	Reference breakfast and after school catering
			3.18b	Add L2 training access
			3.19	Outdoor play equipment daily inspection
			5	Removed necessity to repeat COVID-19 arrangements
			3.28	Infectious disease exclusions PHE weblink referenced
	0.3 TEMPLATE	Publish to Focus Group		
20/09/21	0.4 TEMPLATE	Focus group and trustee feedback incorporated: - Update language for primary and/or secondary settings, section 3.7, 3.19, 3.26 - COVID measures that were in strikethrough font, are now removed		
21/09/21	1.0 TEMPLATE	Template ready for issue to schools This document is a template to be adapted, approved and implemented at school level. The Estates Manager will be able to offer advice and support to schools in adapting this template to local needs. Instructions for Schools: 1. Insert Logo and Name of School. 2. Replace name of school in opening paragraph 3. Update yellow highlighted text as appropriate – requires action by each school 4. Submit to your Local Governing Body for LGB approval. 5. Amend document control items (herein) prior to being published and update status on first page as 'Approved – DD-MMM-YY' 6. Save the file as pdf and publish the pdf on your school website.		
28/04/22	1.1 TEMPLATE	Update to infectious diseases re COVID-19		
14/02/23	2.0 Template	Update to asbestos management		
18/7/24	1	Update to introduction content adding statement of intent		
18/7/24	2	Update to key personnel roles adding their responsibilities for Health and Safety		
18/7/24	3.1	Additional information added to induvial responsibilities		
12/8/24	3.1	Appendix 1 Training matrix added		
12/8/24	3.2	Appendix 2 Governor Health and Safety checklist added		
12/8/24	4.0	Appendix 3 Toolbox talk added		
10/12/24	4.0	Trust board committee – amendments suggested		
20/01/24	4.0	Suggested amendments have been applied, policy ready for publishing		
11/05/26	5.0	Key contacts changed to reflect new role		
11/05/26	5.0	Change to Risk assessments needed to be uploaded to "Every" 3.1		
11/05/26	5.0	Job title change 3.3,4.1,4.15		
11/05/26	5.0	Amendment to text on safe contractor management 3.4		
11/05/26	5.0	Expansion to text regarding own safety and the ability to say no to unsafe practices 3.5		
11/05/26	5.0	Addition of upload to "Every" to 4.1		

11/05/26	5.0	Addition of Capital Project lead attending meetings 4.16
11/05/26	5.0	Addition for schools to insert their procedures for external work experience 4.26
11/05/26	5.0	Addition of Martyn's law 4.28

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Key Contacts

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CEO	JMayhew@learingpartners.org
Trust Head of Estates and H&S	scave@learningpartners.org
Trust Competent person	scave@learningpartners.org
School	01483 615100
Headteacher	a.mckenzie@kingscollegeguildford.com
Chair of Governors	chair@kingscollegeguildford.com
Site Manager	r.henderson@kingscollegeguildford.com
Health & Safety Coordinator	r.henderson@kingscollegeguildford.com

Please note this list may be updated by the responsible officer when change arises in the organisation, without the need for committee meeting review/approval.

1 Introduction / Statement of intent

The trust has set a Health and Safety Policy Statement of intent that applies to all schools. This policy outlines the trust's aims in respect of health and safety (H&S) and sets roles and responsibilities. The trust requires schools to:

- Define and implement H&S arrangements that are appropriate for the local school context.
- Regard health and safety as a core management function
- Maintain a safe and healthy environment and safe methods of operation
- Ensure the provision and maintenance of premises, plant and equipment to a safe level
- Ensure the provisions of appropriate resources to meet health and safety issues
- Ensure that provisions are made to support the mental health of staff
- Provide all necessary information, instruction, training and supervision, to ensure the health and safety of employees at work
- Provide as appropriate and ensure the correct use of, approved safety equipment and protective clothing and to ensure no charge will be levied on any employee.
- Ensure immediate and accurate reporting and investigation of occupational ill-health issues, accidents and incidents.
- Ensure the provision of a competent person/safety officer/nominated person
- Develop a system of inspection, monitoring and auditing procedures which will allow the identification of risk that leads to acceptable standards of risk management with the school
- Make specific arrangement to ensure contactors are carrying out their responsibilities for health, safety and environment to standard as required by the school
- Ensure that the health and safety of all staff, students, contractors, visitors and any others who may be affected by the school's undertakings is safeguarded so far as is reasonably practicable

For Kings College – Guildford, this document:

- Identifies key individuals with responsibility for Health and Safety in the school
- Explains how and to whom incidents or concerns relating to H&S should be reported.
- Outlines the H&S operational arrangements that will be implemented onsite.

The arrangements outlined in this policy will, as a minimum, meet the standards and requirements listed in the trust Health and Safety Policy Statement.

The headings for the H&S arrangements are defined by the trust Health and Safety Policy. Due to the context of individual schools, it may be appropriate for entire headings to be marked as 'not applicable'.

This document defines H&S arrangements within the school and applies to all staff, pupils, governors, hirers, visitors and contractors.

The primary aim of the trust Health and Safety Policy Statement and school Health and Safety Policy Arrangements is to ensure that all staff, pupils and visitors in our schools are kept safe. We do not seek to implement a 'blame culture' and encourage the reporting of all health and safety incidents and concerns without fear of consequences.

Where isolated incidents have arisen from genuine and reasonable mistakes or accidents and are appropriately reported, disciplinary action will not be taken. Where incidents are the result of deliberate, reckless, or negligent acts, are repeated, or are not reported, disciplinary action may be considered.

2 Key Personnel and their responsibilities for Health and Safety

The Headteacher is ultimately accountable for H&S within the school. While this ultimate responsibility cannot be delegated, the Headteacher has chosen to delegate specific responsibilities as follows:

Role	Named Person	Contact Number	E-mail
Head/Principal	Alastair McKenzie	01483 615100 ext: 2704	a.mckenzie@kingscollegeguildford.com
Nominated Deputy	Dave Ferguson	01483 615100 ext:2730	d.ferguson@kingscollegeguildford.com
Governor for Health & Safety	Helen Lowe	Via school	Hlowe.governor@kingscollegeguildford.com
Health & Safety Officer	Ray Henderson	01483 615100 ext: 2716	r.henderson@kingscollegeguildford.com
Site Manager (Premises Lead)	R Henderson	07344 335018	r.henderson@kingscollegeguildford.com
Premises Staff	S Kelly N Notley	07344 334986 07345 197531	s.Kelly@kingscollegeguildford.com n.notley@kingscollegeguildford.com
Educational Visits Coordinator	James Williams	01483 615100 ext: 2710	j.williams@kingscollegeguildford.com
Duke of Edinburgh lead	Charlotte Gill	via school	c.gill@kingscollegeguildford.com

Role	Named Person	Contact Number	E-mail
Radiation Protection Supervisor (link to SCC officer)	Dan Warrington	01483 615100 ext: 2713	d.warrington@kingscollegeguildford.com
Lettings Manager	Nick Irwin	07843 702918	n.irwin@kingscollegeguildford.com
Chief First Aider OSHENS reporting	S Risbridger Annabel Morland	01483 615100 01483 615100 ext: 2705	s.risbridger@kingscollegeguildford.com a.morland@kingscollegeguildford.com
Health & Safety Committee	Principal/ Chair Governors/H&S Governor/Premises manager / SBM	As above	As above

3 Responsibilities

3.1 Head/Principal

- The Head/Principal should appoint a competent person/health and safety officer or nominated person considering the amount of time necessary to adequately carry out associated duties and any existing duties.

- The Head/Principal is responsible for ensuring this policy is implemented
- The Head/Principal should review the school health and safety policy regularly
- The Head/Principal should offer staff a chance to establish a school health and safety committee
- The Head/Principal should ensure that procedures for producing suitable and sufficient risk assessments are properly integrated into school's management systems and that these risk assessments are uploaded to Every compliance system to allow the trust to have full oversight.
- The Head/Principal should ensure that the health and safety training needs of all staff are identified, and that suitable training is provided (see appendix 1 training matrix)
- The Head/Principal should allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role including department heads who are responsible for writing departmental risk assessments
- The Head/Principal should devise and implement phased order of priority plans for expenditure of finance and resources to address health and safety problems in the school which cannot be resolved at one time
- The Head/Principal should ensure Fire drills and evacuation procedures are completed termly
- Build and maintain relationships with union representatives

3.2 Health and Safety Governor

The health and safety governor should:

- Attend appropriate governor meetings having received a report on number of accidents and incidents, health and safety compliance items that have been completed or are outstanding, and issues of concern
- At least once a year complete the governor health and safety checklist (see appendix 2) raising any issues with the headteacher

3.3 SBM

- Day-to-day management of this policy and regular reviews with their relevant line manager, the Principal.
- Role includes management responsibility for the H&S Officer - the role reporting to them
- Persons appointed to the role should ideally be sufficiently experienced and have knowledge of health and safety matters or willing to undertake training
- Maintain the health and safety risk register reviewing risk assessments as required
- The role will have the support of the trust Head of Estates and Health and Safety who is recognised as the overall competent person
- Oversee the maintenance and management H&S training records by the school HR manager
- Review and sign off OSHENs reports

3.4 Premises Manager /Health and Safety officer

This role includes responsibility for health and safety as the health and safety officer being included within the job description or the role reporting into them

They should:

- Be fully familiar with the school health and safety policy and understand and apply it to all areas of their responsibility
- Ensure their staff are competent and trained to complete tasks relevant to their work
- Ensure all contractors employed for building works are vetted and have the correct insurance, RAMs and safeguarding procedures in place
- Ensure that safe working practices within a safe working environment are used by all staff
- Provide site team staff with PPE and ensure that no charge is made for these items
- Ensure all equipment used is safe and that those using equipment are trained in its safe use

They are also responsible for:

- Accident investigation
- Safety inspections
- Legal compliance

3.4 Premises staff

Premises staff will be expected to:

- Follow safety procedures as dictated by their line manager

- Be responsible for their own safety and where they are instructed to carry out work that they believe, or reasonably judge to be unsafe they must not proceed and must report the concern to their line manager or responsible person
- Complete all training as required
- Wear safety equipment provided
- Complete all safety checks before using equipment
- Report any issues with PPE or equipment
- Report any accident, incidents or near misses

3.5 Educational visits coordinator

- Responsible for ensuring all school trips are uploaded to Evolve or other appropriate system along with the appropriate risk assessment
- Ensuring the risk assessment is signed off by the headteacher

3.5 Duke of Edinburgh lead

- Compiling the risk assessment for each DofE session
- Ensuring the risk assessment is signed off by the headteacher

3.6 Radiation Protection Officer

The role is adopted by Surrey County Council as part of the silver health and safety package organised and funded by the trust. Schools will maintain the relationship with the appointed person through the school's Radiation Protection Supervisor, who is the Head of Science.

3.7 Lettings Manager

- The lettings manager should ensure that risk assessments are shared with hirers
- Fire evacuation procedures are shared with hirers on a termly basis
- Site walks are conducted for any new hirers to familiarise themselves with fire exits, fire evacuation meeting points etc.
- Safeguarding rules are communicated and acknowledged by hirer
- Site Health and Safety requirements communicated and acknowledged by hirer
- Hirers are reviewed on a regular basis to ensure they are cost effective and compliant

3.8 First aider/OSHENS/Accident reporting (Office Manager)

See the First Aid Policy

3.9 Staff

Health and Safety is everyone's responsibility; we ask staff to commit to a policy that means something to them and reflects the realities of the organization. Staff input and participation is vital to the success of this policy.

- Staff are encouraged to form a health and safety committee
- Staff can contact their union representative for advice and report safety issues they feel have not been addressed.

- Reporting of minor H&S issues is via Premises team – Every software email
- Reporting of urgent H&S issues is via Premises manager – direct email/phone
- Staff will be aware of who the Health and Safety officer or nominated person is
- Staff will be aware of all health and safety training courses available to them

4 Arrangements

4.1 Risk Assessments

All staff who are responsible for creating and reviewing risk assessments will receive training and if required, support is available from the trust Head of Estates and Health and Safety

Trust required risk assessments can be found in (Appendix 4) this list is not exhaustive and may be supplemented by additional policies and documentation at a departmental level.

The school will maintain a comprehensive set of risk assessments that cover curriculum-based activities in school, school visits and the running of the school building and grounds. These are stored on the school network and the Every compliance system and are available for staff to inspect and refer to as necessary.

The school ensures that staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.

All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

4.2 Accident and Incident Reporting

a) Pupils, staff and visitors

Accidents to pupils will be recorded on the Kings accident spreadsheet by the witness/responsible adult for a pupil/child as soon as practicable after the accident . Accidents to staff and visitors will be recorded on the Kings accident form by the person who had the accident (Staff /visitor) and given to the Office manager for record keeping and adding to the spreadsheet. As required by SCC accident reporting flow chart , the office manager will add to the OSHENs reporting system, overseen by Surrey County Council as part of the “SLA H&S buy back system”

The SBM will review the OSHENs entry and conduct an accident investigation based on the severity of the incident and undertake any corrective actions. Additionally, RIDDOR reports will be made by the SBM & Office manager as and when required with a copy being sent to the trust Head of Operations and Principal.

b) Near Miss Incidents

For any near miss incident, (which is an incident with the potential to have caused serious injury to a person or significant damage to property,) an accident/incident form is to be completed. The form will be sent to the office manager for recording and escalation to the SBM / and or Principal who will then review the incident and conduct an accident investigation based on the severity of potential harm and decide if it needs to be forwarded to the trust and any other authority.

4.3 Behaviour Incidents

These include violence, bullying and harassment and are to be recorded by the member of staff dealing with the incident by using the standard reporting mechanism described in the school's Behaviour Policy.

4.4 Health and Safety Arrangements, Monitoring and Inspections

The school will proactively inspect its facilities to ensure that they are safe for use and will monitor compliance with this policy.

The Premises Manager is responsible for arranging statutory inspections as detailed on "Every" compliance software system.

Subject Leads or Heads of Department are responsible for arranging/booking with the Premises team inspection of any specialist equipment used within their department e.g. sports equipment, scientific apparatus etc. These reports should be reviewed following any inspection.

Regardless of the measures listed above, all staff remain responsible for checking the safety of work areas, equipment, and procedures before, during and after activities. Staff must report and, where necessary record, actions and problems relevant to this policy.

Accident/incident reports of this nature will be monitored by the SBM and reviewed with the staff involved to identify potential lessons to be learned, training needs etc. The SBM and Premises Manager will periodically present a summary of accidents and lessons learned to the relevant LGB H&S Governor. This will also be reported to the trust through ½ termly reporting arrangements.

In order to promote a culture of proactivity and constructive challenge, regular Health and Safety reviews will be carried out – typically this will be attended by the Premises Manager and nominated Governor for Health and Safety (or another Governor or nominated person). Queries and actions arising from this review should be documented and available for viewing by LGB Committee.

4.5 Fire Evacuation and other Emergency Arrangements

Full details of emergency evacuation procedures are included in the Fire Evacuation Policy and School Emergency Plan.

The school recognises its duty to ensure that all pupils, staff, visitors and contractors can be evacuated safely in the event of an emergency. Where an individual may have difficulty evacuating the building independently – for example due to mobility, sensory, medical or neurodiverse needs, whether temporary or long term – a Personal Emergency Evacuation Plan (PEEP) will be put in place.

The Office Manager, in consultation with the individual (and parents/carers for pupils) and the SENDCo is responsible for drawing up and maintaining PEEPs. Each PEEP will set out:

- The individual's usual locations on site.
- Their primary evacuation route and any alternative routes.
- Any refuge point(s) to be used while awaiting assisted evacuation.
- The staff members designated to provide assistance, including use of any evacuation equipment (e.g. evac-chairs).

- Any specific communication needs or adjustments (for example, support for those with hearing or visual impairment, or pupils who may be distressed by alarms and crowds).

PEEPs are stored securely and online and are available on BromCom and are accessible to relevant staff in an emergency.

Staff named in a PEEP will receive appropriate briefing or training so that they can carry out their role safely and confidently.

PEEPs are reviewed at least annually, and sooner if there is a change in the individual's needs, timetable, work location or after any drill or incident that indicates the arrangements need to be amended.

The Premises Supervisor and Premises team will ensure that refuge areas, evacuation routes and any evacuation equipment associated with PEEPs are maintained, kept clear and inspected regularly as part of the school's fire safety regime.

4.6 Fire Prevention, Testing of Equipment and Electrical Safety

The school routinely tests fixed electrical installations in line with the electricity at work regulations.

Portable electrical equipment is to be visually checked by staff before use (i.e. check equipment and plug undamaged and that wires are not worn or loose entering equipment or plug and if any defects are noted the item is to be put out of use). In addition, portable electrical equipment is subject to a testing in line with guidance on the checking of electrical equipment supplemented by local experience.

Consideration should be given to the safe use of school equipment, regardless of its condition. All staff are responsible for ensuring that equipment used by them is being operated safely and should contact their Line manager or Premises manager if they believe that additional training is necessary.

4.7 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

4.8 First Aid and Medication

As required by statute, the school has a separate First Aid Policy and Medical Conditions, which detail the school's approach to first aid and administering medicines.

In most circumstances, the administration of medicines is the responsibility of parents, and they should be administered at home unless it is essential they are administered during the school day. Parental requests for medicines to be administered can be met providing they are prescribed, in their original packaging, and labelled by pharmacy with all the correct details including name, date and dosage. They will be stored appropriately depending on the storage/refrigeration instructions.

Paracetamol can be signed in at reception and only a trained member of staff can administer this as per the signed consent form.

Photographs of pupils with medical conditions/allergies are displayed in Bromcom. Food allergy photos of pupils are kept online via the fusion system so that the servery staff can recognise the pupils. Inhalers and epi-pens are kept in the Office – locked cabinet. There is a form to fill in, stating time, date and dose given if medication given. This information is filled in by the person who administered the medicine at time of event.

4.9 Offsite Visits

Where appropriate, the school has a separate Educational Visits Policy, which details the school's approach to managing risk on such visits. Staff organising trips are required to enter the details of the trip into the 'Evolve' system, where they are reviewed and approved by the Educational Visits Coordinator and the Headteacher. Any off-site activities involving pupils (apart from routine sports fixtures) are an Educational Visit.

4.10 Curriculum Specific Arrangements

Departments are able to administer first aid if a qualified first aider is available otherwise the office based first aiders will be summoned.

c) PE
d) Science
e) DT & Food Technology
f) Art

4.11 Health and Safety Information and Training

All employees will be given:

- Induction training in the requirements of this policy
- Update training in response to significant change
- Training in specific skills needed to execute this policy
- Refresher training where monitoring establishes need or training has expired

All pupils will practice fire drills termly and lockdown annually or as deemed appropriate by the Headteacher.

Attendance at training is to be recorded, and such records are kept by the HR manager.

4.12 Personal Safety/Lone Working

Staff must follow their school's Lone Working Policy this is particularly important for site team personal (who may attend out of hours alarm call outs), Home School Link workers and Head of Year employees all of whom visit families at home.

4.13 Tools, Plant and Equipment

Tools, plant and equipment should be kept well maintained and serviced where necessary according to a reasonable service schedule. Records of tool maintenance and servicing

should be kept. Design and Technology equipment should be independently checked and serviced.

Tools and plant should only be operated by staff who are appropriately trained and confident in their ability to safely operate the item in question. Staff should not use equipment if they have concerns over the safety of the item or their ability to use it – in these circumstances, they should contact the Premises manager.

Personal protective equipment should be used in line with the manufacturer's recommendation.

4.14 Flammable and Hazardous Substances

Any member of staff using chemicals should assess and ensure a copy of safety data sheet is held centrally. Any science related chemicals should be dealt with as per the CLEAPPS guidelines.

Products used by external cleaners will be assessed by the contractor and a record is to be kept on site.

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the COSHH Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc and biological hazards.

The use of hazardous substances in school will be kept to a minimum.

Where the use of such substances is necessary, COSHH assessments are undertaken by the relevant department, and summary information is kept where substances are stored/used. If employees have any questions on hazardous substances, they should initially speak to their line manager.

All hazardous and flammable substances (including, for example, fuel for grounds keeping machinery) must be stored in suitable containers in a secure location with appropriate signage.

Science - Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Science - A full list of Chemicals used by the Science department will be kept in the Fire folder ready to give to the fire brigade in the event of an emergency. This will be updated and reviewed annually.

4.15 Asbestos

Overall responsibility for managing asbestos lies with the Duty Holder Head of Estates and H&S – Central Team, Learning Partners Academy Trust)

The management of asbestos on the school site is directed by a trust wide asbestos management policy. The day-to-day responsibility for asbestos management in the school rests with the School's Appointed Asbestos Officer (Premises Manager). They will ensure that:

- An asbestos register and an associated risk assessment for the site is accurate at all times, detailing any and all locations where asbestos is located/suspected.
- All asbestos surveys and inspections are carried out in line with guidelines and by specialist contractors
- An asbestos management plan is in place and accurately maintained
- Any building/maintenance works are arranged with due regard for known location of asbestos.
- Any known sites of asbestos are left undisturbed where possible or removed under the correct conditions.
- The asbestos register is read, and then a log is signed and dated by all contractors prior to starting any building/maintenance works. All works must proceed with an awareness that unknown asbestos containing materials may be present on the site and due care and attention must therefore be taken.
- Staff are updated on an annual basis of all known or presumed asbestos locations

  (Email from the Principal at beginning of Autumn term telling staff to read the register).

Following an accidental disturbance of asbestos, the emergency procedure detailed in the school's asbestos management plan must be followed. The trust Head of Estates and Health and Safety must be informed as soon as possible after any disturbance.

All school staff are to be made aware of the trust asbestos policy as part of their induction training. Further detailed training for relevant staff (those likely to undertake works that could potentially disturb unknown asbestos containing material) will be provided. A record of all training is to be maintained with the Asbestos Management plan by the Premises Manager, who will add records to Every.

4.16 Contractors Working on Site

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis. All contractors are expected to provide Risk Assessments and Method Statements and copies of insurance documentation before work commences. Contractors employed by school will have undergone a vetting process.

a) Service Contractors

Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g., to service boilers, check fire extinguishers etc, to those on site daily, e.g. cleaning staff. The service contract will specify what work is expected of them and what they can expect from the school. Their personnel will follow their own safe systems of work, but their working methods must consider how they will impact upon staff, pupils and other visitors on site.

The school will provide details of its H&S arrangements to the contractors where relevant and where necessary. Contractors will be consulted over emergency arrangements.

b) Building Contractors

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block.

c) Minor Works

Minor works include day-to-day maintenance work and all work that is not sufficiently significant enough to justify the use of a formal Joint Contracts Tribunal (JCT) contract. Such projects will generally not require a formal pre-start meeting on site.

Before work begins, the contractors must:

- Meet with the relevant site personnel
- Be given a toolbox talk (appendix 3)
- See and sign the asbestos register
- Agree the scope of works, including how they will keep children safe and whether hot work permits are required.
- Be given site contact details.

d) Large Scale Building Works:

This encompasses all work undertaken under a JCT (or equivalent) contract, which will typically involve work where part of the site is completely handed over to the contractor.

Such work will usually come under the requirements of the Construction Design and Management Regulations, and the school must exercise the duties of the Client as contained therein.

For these larger projects a pre-start meeting will be required to discuss Health and Safety on site including hot work permits, isolating areas from students, site rules, safeguarding, hours of work, deliveries, site contacts, contractor contacts, programme of work and cash flow forecast. The Capital Projects Lead should be involved with the pre-start meetings

For all contractors working on-site, the school must consider whether a DBS clearance is necessary, considering the Safeguarding and Vulnerable Groups Act 2006. If a contractor does not present a valid DBS clearance, consideration must be given to measures to minimise any risk to pupil safety.

It is essential that the school record a copy of the contractor's valid insurance, prior to the works commencing and covering the entire duration of works.

4.17 Work at Height

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when standing on the floor and any work where access equipment is needed, e.g., step ladder, ladders, scaffolds.

Many employees will therefore undertake an element of work at height, and the following measures should be taken:

a) Regular Operations

- The correct equipment is used to gain height
- Consideration is given to safety
- The activity is not rushed
- Another member of staff is present to provide support, and to assist in the event of an accident
- Staff avoid operations that significantly aggravate risk (e.g. use of heavy tools, stretching to reach items out of reach etc)
- A ladder register is held, and ladders are checked and tagged annually
- Under no circumstances are chairs to be used to gain height

b) Specialist Operations

These are where specific high level access equipment is to be used and where additional information will be required. This may include use of access scaffolding and specialist ladders and will usually require the support of a specialist contractor.

4.18 Moving and Handling

Manual handling training is compulsory for all site team staff.

The relevant line manager will assess all manual handling operations (lifting loads, lowering loads, pushing, pulling, carrying, etc). Wherever possible, manual handling operations will be eliminated.

If this is not possible then suitable arrangements will be made to reduce the risk of injury because of a manual handling operation (for example, training, and the use of assistive equipment).

The Site Manager will arrange for the provision of manual handling equipment where necessary and will arrange for appropriate training of personnel involved in manual handling operations.

Staff are responsible for alerting their line manage if they are uncomfortable with any manual handling requirement. Staff should not undertake any manual handling activity without consultation unless they are confident that it is safe to do so.

4.19 Display Screen Equipment (DSE)

Any employee who is classed as a ‘user’ as defined by the DSE regulations, which lays down specific requirements for workstations incorporating computers etc, must complete a

workstation checklist. A ‘user’ is someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such employees are also entitled to a free eye test (which can be arranged in consultation with the onsite finance staff – see Trust Finance and Procurement Policy) and payment for a basic set of glasses where they are required primarily for use with DSE. User audit forms are available from the SBM.

Particular care should be taken with respect to laptop computers, which are not designed to be used for extended periods but may end up being used this way. If staff are likely to spend extended lengths of time working on the laptop or PC, then consideration needs to be given to measures that will reduce the possibility of 'repetitive strain' type injuries. Specifically, it is recommended that a separate keyboard and monitor are used, which can be obtained from the ICT technicians.

4.20 Catering and Food Safety

This section of the arrangements considers school catering and does not relate to food preparation in a curriculum context (e.g. Food Technology), which is considered under Specific Curriculum Arrangements below.

a) School Meals:

The school employs a third-party company, Innovate IFG to provide school meals. The service contract specifies that this company is responsible for ensuring the safe preparation and serving of school meals. The school retains responsibility for ensuring safe conduct of pupils in the dining area, and for ensuring that dining facilities are safe, clean and well maintained (see housekeeping arrangements below).

All staff involved with the handling of food must receive formal training equivalent to the Level 2 certificate in food safety.

The Third-Party Catering Manager should be trained to the equivalent of Level 3, which relates to the management of food safety issues. As part of the day-to-day management of the team, the Catering Manager should make an assessment of the training needs of each staff member in respect of the particular food preparation tasks that they are undertaking, to ensure that all staff are competent to carry out their respective tasks. Training and instruction should be provided where necessary.

b) Other catering provision:

The school may, from time to time, serve food outside of a school meal context, for example, at fundraising events, BBQs, and community lettings. The school retains responsibility for food safety at such events, so must ensure that safe practices are observed. Typically, this will involve understanding what food will be prepared and agreeing appropriate measures in respect of training and food safety precautions, with the possibility of consulting someone with the relevant training equivalent to the Level 2 certificate in food safety.

4.21 Playground Safety and Supervision

During break times, there will be an appropriate number of staff on duty with the appropriate means of communication to the office. Any accidents or near misses will be recorded in the usual way.

The site is formally inspected monthly for any maintenance problems; however, the caretakers walk the site on a daily basis and staff are requested to report any issues.

4.22 Vehicles and Transport

The options for transporting pupils off-site are: Coach, Minibus or staff car

a) Use of employee's vehicles

Although discouraged employees can transport pupils/equipment in their own cars or drive to other venues during the working day only when accompanied by another adult. Employees who use their own cars must undertake the school driver checks prior to the first journey: confirmation of a valid driving licence and declaration any driving points / convictions. The school will confirm if the Driver is approved to transport pupils. This check will be repeated annually. The staff will be covered by a Business Use Insurance policy held by the school for such journeys.

b) Use of school minibuses

The school minibuses are operated under a Section 19 permit. Schools that do not own a minibus but borrow from other schools are still required to hold a section 19 permit.

Depending on the number of seats , weight of the minibus and the age of the driver, staff may be required to hold a category D1 licence.

Minibuses may only be driven by staff following an assessment arranged by the Minibus Coordinator, the Office Administrator.

- The Minibus Coordinator should check staff driving licences at least annually
- The Minibus Coordinator should arrange for professional inspections as per the requirements of the section 19 permit or as agreed following a risk assessment
- The Minibus Coordinator should arrange for the minibus checks to be carried out and recorded at least weekly

It is the responsibility of the driver to check the vehicle and record these checks before driving. Any prosecution or licence penalties earned relating to the minibus i.e. brake lights not working will be against the driver and not the school.

c) Use of Professional Transport

The vehicle and driver are hired in as a service from a reputable source. This is the usual practice for school trips.

d) Parents' Transport

If needing to use this option, the parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time. These arrangements, and any associated lift sharing, are entirely the responsibility of the parents.

4.23 Stress

The school is committed to maintaining a healthy and safe workforce environment and to take reasonable steps to reduce health and safety risks from stress in the workplace.

The school is aware that there are many factors, both work-related and personal, which may contribute to staff ill health including stress. The following arrangements are in place to locally manage staff health issues:

- Staff are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any relevant health issues. For central staff this should be reported to employee's line manager or the CEO.
- Where necessary, an appropriate senior member of staff will meet and discuss the health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels.
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc. All trust staff are also provided with access to an Employee Assistance Programme, should they wish to obtain confidential advice and support at any time.
- The member of staff will be advised that support can also be provided through their trade union.
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.

If it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

4.24 Legionella and Water Assessment

The Premises manager will ensure that an assessment of the risk of exposure to Legionella bacteria within the site has been undertaken bi-annually and is reviewed and acted on appropriately.

The school will undertake reasonable measures to minimise the risk of exposure to Legionella, which may be a combination of remedial plumbing works (where defects are identified) and management activities (e.g. water temperature monitoring, periodic testing of water quality).

4.25 School Swimming and Pools

This section is not applicable in Kings College Guildford.

4.26 Work Experience

Whenever pupils are out of school for work related learning/work experience the placement, they are attending is assessed to meet the duty of care requirement on the school.

Whenever a pupil is on placement for work experience, whether block or extended, they are treated by the placement as an employee whilst with them, and for such placements a H&S check must have been completed and the firm assessed as suitable by the school.

Kings' work experience process is:

- Student uploads basic employer information to the Unifrog platform
- Employers are prompted to upload
    - Health and Safety documents

    - Risk Assessments
    - Employers Liability Insurance details
- Parents are required to read and give permission for the placement
- School placement coordinator then gives school permission
- Files can be accessed as necessary from unifrog.org

4.27 New and Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. A risk assessment will be conducted by the HR manager and/ or the Principal and the employee to identify any areas of concern. The assessment will be reviewed as the pregnancy continues.

Childhood viruses such as chicken pox and measles could put an unborn child at risk. School will report any such viruses to all staff as soon as possible and measures may need to be put in place to protect a pregnant employee.

4.28 Access Control and Security

The Premises Manager is responsible for managing access and security on the school site during school hours, term time and school holidays and for out of hours School events. The Lettings manager is responsible for site access and security for out of hours operations outside this scope; gym opening hours, pre-booked lettings & non-school community events.

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff. The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. The school has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst safeguarding pupils.

Martyn's Law must be considered outside of day-to-day security of the site such as school productions, parents' evenings etc. School will put evacuation routes in place, establish swift lockdown procedures, and implement clear communication plans this can be part of the event risk assessment

4.29 Lettings

The school regularly hires out its facilities to community groups in order to generate funds for the school, and to support the local community, as set out within the school's Lettings Policy which has been written in line with the trust Letting Policy Framework.

All hirers will be met at the start of their hire (or, in the cases of regular hirers, at the start of their first session as a minimum) and given an induction briefing. This will include matters such as the location of fire exits and exit routes, which areas may be accessed by the group, and any known hazards in these areas.

While the school is responsible for ensuring that rooms and facilities are safe and well maintained, the hirer is responsible for ensuring that their activities comply with Health and Safety regulations, and for undertaking any necessary risk assessments.

All hirers will be issued with a copy of the school Child Protection and Safeguarding Policy and is responsible for ensuring that their letting complies with safeguarding requirements. The school is aware that this does not necessarily mean that all adults using the site will have

Disclosure and Barring Service (DBS) checks - for example, a letting targeted at an adult audience may not be required to undertake such checks. Therefore, the school will not usually schedule lettings at times when pupils are in school, and where such lettings are scheduled, consideration will be given to measures necessary to manage risk (e.g. ensuring the DBS checks are in place for all adults present). Any school activities running after the end of normal school day must recognise that the site is no longer 'secure' and pupils must be appropriately supervised.

4.30 Infectious Diseases

Advice will be sought from the Environment Agency and the Health Protection Service in the event of an outbreak of an infectious illness.

The trust follows national guidance published by Public Health England (PHE) when responding to infection control issues, currently found here

https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

The individual school will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

a) Handwashing

- Wash hands with liquid soap and warm water (ideally for 20 seconds), and dry with paper towels or hand driers.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

b) Coughing and sneezing

- Cover mouth and nose with a tissue or sneeze into material (e.g. inner elbow).
- Throw tissue in the bin.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

c) 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).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

d) Cleaning of the environment

- Clean the environment, including toys and equipment where relevant, frequently and thoroughly

e) 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.

f) 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.

g) Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used nappies/pads, gloves, 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.

h) 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.

i) 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 pupils 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. Advise these pupils to have additional immunisations, for example for pneumococcal and influenza.

j) Exclusion periods for infectious diseases

- The school will follow recommended exclusion periods outlined by Public Health England, as identified in the document weblink:
- www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

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

4.31 Housekeeping, Cleaning and Waste Disposal

Caretaker and cleaning contractors attend site daily. They will clean as per the contracted agreed specification. Cleaning contractors will supply all cleaning products that they use and are responsible for implementing safe working methods and working with the school to ensure storage arrangements are suitable and safe.

During the working day, staff are responsible for clearing any spillages, wet floors etc that result from their activities, or for raising with the caretaking team if this is not possible. If an issue has the potential to be a safety hazard (e.g. a wet floor at the top of a staircase), this should be reported to the premises team so that prompt action can be arranged.

The Catering staff (Third Party) are to ensure the canteen is left clean and tidy at the end of service periods: breakfast, brunches & lunchtime, and chairs and tables cleaned and stored safely.

4.32 Violence at work

The trust believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Line Manager/Headteacher immediately. This applies to violence from pupils, visitors, or other staff.

4.33 Monitoring

The effectiveness of the policy will be measured through pro-active systems such as EVERY compliance system and internal review, reactive systems such as OSHENS accident investigation, trust led auditing and corrective action.

4.34 Reporting

The school will report to the Local Governing Body on the effectiveness of the policy.

Appendix 1: Staff Training Matrix

Key:

M = Mandatory

R = Recommended

Staff Category	Display Screen Equipment	Fire Awareness in Education	Fire Warden in Education	First Aid (General)	First Aid Paediatric	General Workshop Safety	Health and Safety Essentials	Health & Safety for Managers and Supervisors	Risk Assessment	School Trips	Slips Trips and Falls
All Staff	R	M					M				M
DT Staff						M					
Head of Departments								M	M		
Office-based staff	M										
Fire Wardens			M								
School Trip Officer										M	
Appropriate staff				M	M						

Additional courses for site team personnel and medical officers: **Staff Training matrix**

Key:

M = Mandatory

R = Recommended

Staff Category	Asbestos Awareness	CDM Regulations	COSHH	Electrical Safety	Hot Work	LOLER	Lader Safety	Legionella Awareness	Manual Handling	New and Expectant Mothers	Risk Assessment	Spill Kit Training	Working at Height
Site Manager	M	M	M	M	M	M	M	M	M	M	M	M	M
Site staff	M		M	M	M		M	M	M		M	M	M

Appendix 2: Governor checklist

Staff Category	Accident Reporting	First Aid Appointed Person	Medication Awareness	Mental Health Awareness
Medical Officers	R	R	R	R

Monitoring area	Yes/No	Comments	Proposed actions
Does the school have an appropriate Health and Safety Policy and is it reviewed annually?			
Is there a plan detailing what the school would do and their response in the event of an emergency? (Refer to DfE emergency planning guidance)			
Has the school appointed, or arranged support from a competent person(s) with the necessary skills, knowledge, and experience to give sensible guidance about managing health and safety risks?			
Is a system in place to assess risks and implement proportionate control measures? Are these risk assessments reviewed?			
Are statutory compliance items such as fire alarm testing, water temperature checks, minibus inspections etc. being completed?			
Do staff receive training on how to write risk assessments? Are site team personnel fully trained in asbestos, fire safety, ladder safety, legionella etc.? Is this information reported to governors?			

Are the schools reporting and reviewing accidents, via OSHENS identifying trends and acting upon them? Is this information reported to governors?			
Are the names/details of first aiders (including medical and mental health) displayed clearly throughout the school?			
What systems are in place to manage stress within the workplace?			

continued…

Appendix 3: Toolbox Talk

Safeguarding	**Tell them:** All contractors on the school's DBS clearance list are asked to always wear a school green lanyard around their neck whilst on site, where the nature of the work being carried out makes this dangerous, it can be removed but must be worn when walking around the site. Should any contractors not be on the SCR they will be asked to wear a red lanyard around their neck with the same rules. However, they must be accompanied by someone always wearing a blue staff lanyard and cannot be left on their own for any reason.
Phones	**Tell them:** Phones are not permitted to be used whilst students are on site. This is to stop accusations being made that contractors were filming or taking pictures of students. It is forbidden to take a photo or video which features students.
Engagement	**Tell them:** Contractors should not engage verbally with students for any reason.
CCTV	**Tell them:** CCTV cameras are in all areas of school both internally and externally. These cameras are viewed by all senior members of staff constantly throughout the school day.
Evacuation procedures	**Tell them:** The fire alarm is a two-tone intermittent bell sounder. Contractors should make their way back to the main reception – front grass area to be accounted for or if working at the rear of the school should muster with other visitors. The lockdown bell is a continuous fast pulse sounder. Contractors should find a safe space that they can lock and await a three bell rings in quick succession or verbal instructions from SLT before leaving the space. Should the continuous pulse sounder change to a fire bell, the fire bell should be ignored.
Signing in and out	**Tell them:** All contractors should sign and out at reception each time they arrive or leave site.

Site contacts	**Give them:** The contact details for the caretakers on site.
Traffic movement	**Remind contractors:** That there is limited vehicle movement at any time in front carpark whilst students are entering / exiting the school, between 08:00 – 08:40 and 15:00 and 15:30
Security	**Advise them:** That children are curious, and ladders and tools left unattended will attract students. At the end of the day, all tools, ladders etc. should be locked away.
School day timings	**Please give:** The contractor a list of school hours including breaks
Welfare	**Tell them:** They ensure staff toilets are used and school provided lanyards are always worn when in the building.
First Aid	**Advise them:** Of the location of the first aid room for term time work
Smoking/Vaping	**Advise them:** Smoking/vaping is not allowed on site at any time, term time or school holidays. Smokers should go outside the school gates, away from school and should not wear their lanyards until back on the school premises.

I have listened and understand the above.

Name: Company working for:

Signed: Dated:

Appendix 4: Trust Required Risk Assessments

Whilst this list is all trust required risk assessments, this list is not exhaustive, other risk assessments will be required at school level.

Assessment	Reviewed
Asbestos	
Bomb threat and lockdown	
Contractors working on site term time and holidays	
COSHH	
Design and Technology	
Display Screen Equipment	
Drama	
Duke of Edinburgh	
Electricity at work	
Evening school events	
Fire (professional every 3 years)	
Fire (school review every 2 years)	
Food Technology	
Legionella (professional every 2 years)	
Lone working	
Manual Handling	
On-site school additional lessons/activities	
PE school and away fixtures and Sports day	
Ponds	
Power tools	
Expectant and new mothers	
Ride on sweeper, lawn mowers, chainsaws etc.	
Roofs (accessible without ladders)	
School trips	
School productions, parent evenings,	
Science	
Students on site during school holidays	
Swimming pool	
Vehicle movement	
Visual Arts / Art	
High level windows	
Working from height	