



# King's Group

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## King's Health & Safety Policy

September 2018

### Health & Safety Policy

#### Introduction

The Health and Safety Policy and the related management of health and safety appendices detail measures and procedures to maintain the well-being of everybody at King's College, British School of Panama

## **Health and Safety Statement**

King's College, British School of Panama attaches the utmost importance to the safety, health and welfare of its employees and pupils. King's College, British School of Panama endeavours to comply with the provisions of the Health and Safety at Work Act 1974 and local laws and all subsequent regulations, including those implementing EC Directives. King's College, British School of Panama is fully compliant with the local laws).

King's Group bears ultimate responsibility for the leadership and day to day responsibilities are delegated to the Head Teacher.

The management team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the King's College, British School of Panama operations can work.

The management team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

## **Aims**

King's College, British School of Panama's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will ensure:

- That all reasonable steps are taken to ensure the health, safety and welfare of all persons using the King's College, British School of Panama premises;
- Safe methods of working exist and are implemented throughout the school for staff and pupils;
- Staff, pupils and others are instructed, as necessary, in safe working practices;
- All equipment for which King's College, British School of Panama is responsible is in good and safe working order, and adequately protected;
- Toxic, hazardous or other dangerous substances for which King's College, British School of Panama is responsible are correctly used, stored and labelled;
- Health and safety concerns are reported to the H&S Specialist.
- the continued development of safety awareness amongst staff, pupils and other supervising adults;

## **Co-operation**

All aspects of health and safety remain a leadership responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom King's College, British School of Panama owes a duty of care: namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this, employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the King's College, British School of Panama risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their Department Head all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

Employees should not be in any doubt that the King's College, British School of Panama will apply disciplinary procedures to any employee who intentionally breaches King's College, British School of Panama's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in King's College, British School of Panama's operations, and for those who may become involved in them.

### **Policy Review**

This policy will be regularly revised, by the Head Teacher as necessary (but at a minimum of one year intervals). In conducting the policy reviews, due regard will be given to the following:

Planning- The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the school will consider the risk to safety involved in:

- Dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, and the school building structure;
- Contractors in schools;
- Vehicle movements within the school grounds;
- Workplace arrangements, including maintenance;
- School trips;
- Work experience arrangements;
- Violence to staff;
- School security;
- Stress management;
- Letting of school premises to outside bodies;
- Pupils with special needs, i.e. manual handling;
- Any other site specific issue, e.g. gardens and playgrounds.

Organisation- A review of the King's College, British School of Panama organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

### **Control**

Ensuring that the safety requirements are implemented throughout the King's College, British School of Panama by all employees and that training is regularly conducted in support of those standards.

### **Monitoring and Review**

Health and Safety Walks will be carried out and a Health and Safety Committee conducted each Term. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

### **Health & Safety Management**

King's Group has overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of King's College, British School of Panama's Health & Safety Committee, Senior Leadership and School Management Board Meetings.

A copy of the policy and related Health and Safety management appendices will be given to all employees when they join King's College, British School of Panama. When changes have been made to the policy, copies will be placed on King's College, British School of Panama's School server.

Details of staff responsibilities are stated for signed agreement in Appendix A.

Further details of health and safety management are detailed in Appendix B.

<b>Created and Reviewed by:</b> September 2018 Dawn Akyurek/Elena Arroyo	<b>Policy Category:</b> Health & Safety
<b>Approved by KGB Elena Benito</b>	<b>Next Review:</b> May 2020



## **Appendix A**

### **Health & Safety Management: Stakeholders Responsibilities**

#### **RESPONSIBILITIES OF THE KING'S GROUP CHIEF EXECUTIVE OFFICER (CEO)**

In the discharge of its duties, King's Group CEO in consultation with the Head Teacher shall:

- Formulate and ratify the school's Health and Safety Policy.
- Regularly review health and safety arrangements (at least once annually) and implement new arrangements where necessary.
- Ensure that the site and premises are maintained in a safe condition.
- Prioritise action on health and safety matters where resources are required from the school's budget, seek further advice where necessary and ensure that action is taken.
- Promote high standards of health and safety within the school.
- Actively and reactively monitor health and safety matters within the school including health and safety inspection reports and accident reports.
- Ensure an effective and enforceable policy for the provision of health and safety throughout the school.
- Periodically assess the effectiveness of this policy.
- Identify and evaluate all risks relating to accidents, health and school-sponsored activities.
- Seek specialist advice on health and safety matters where appropriate.
- Ensure that all staff and pupils are, as necessary, provided with the training and information to ensure that they carry out their duties and activities in a responsible and safety-conscious manner.
- Ensure that periodic safety checks on the premises and grounds are carried out by properly qualified persons.

#### **Responsibilities of the Headteacher**

The Headteacher shall be responsible for the day-to-day management of health and safety matters in the school in accordance with this health and safety policy and for ensuring the health and safety arrangements are carried out in practice. In particular, the Head Teacher shall:

- Ensure that risk assessments are made and recorded of all the school's work activities, including those off-site which could constitute a significant risk to the health and safety of employees and other persons;
- Appoint the Health and Safety Officer as defined in below;

#### **Responsibilities of the Health and Safety Specialist**

- Liaise with Facilities Manager to ensure corrective action is taken as required to act on reported hazards.

- Identify staff health and safety training needs and arrange for them to be implemented.
- Ensure the implementation of safe working practices and procedures throughout the school, including the keeping of a Health and Safety Logbook by the Health and Safety Officer.
- Identify any training needs of staff and pupils, in particular in first aid.
- Ensure that all staff and pupils receive some basic first aid training at the start of each school year (or when they join the school if not at the start of the school year).

### **Responsibilities of the Facilities Manager**

- Decide on the most appropriate solution to correct health and safety hazards.
- Approve and instruct works to be conducted by maintenance in liaison with H&S Specialist to ensure corrective action is taken as required to act on reported hazards.

### **Responsibilities of the Health and Safety Officer**

- Ensure that health and safety inspections are carried out by the Health and Safety Officer at least once every term logs are passed on to the Health and Safety Specialist.
- Ensure the implementation of safe working practices and procedures throughout the school, including the keeping of a Health and Safety Logbook.
- Ensure that risk assessments are made and recorded for all school activities.
- Ensure that the correct procedures are set out in the other Health and Safety policies.
- Consult regularly with members of staff on health and safety issues.
- Periodically (and in any event at the start of each academic year) review the emergency procedures, for events such as fire and security threats.
- Ensure that emergency drills and procedures are carried out regularly but at least once every term and are monitored for effectiveness.
- Seek advice of the Health and Safety specialist where appropriate.
- Ensure that a procedure is in place to deal safely with persons on the premises.
- Monitor purchasing and maintenance of equipment and materials to ensure that they comply with the appropriate health and safety standards.
- Encourage all pupils and employees to promote health and safety consciousness as a matter of routine.

### **Responsibilities Of All Members Of Staff**

All staff shall familiarise themselves with the safety policy/regulations laid down by the CEO and in particular:

- Ensure that such regulations are applied effectively by both staff and pupils in general.
- Take reasonable care for the health and safety of themselves and that of others who may be affected by their actions.
- Report situations which may present a serious or imminent danger to their Departmental Head or the Health and Safety Officer.

- Report any concerns of abuse to pupils to the Child Protection Officer.
- Use the correct equipment and tools for the job and ensure that it is safe;
- Ensure that dangerous substances are correctly used, stored and labelled;
- Report to the Health and Safety Officer any hazards they may discover;
- Take an active interest in promoting health and safety, including suggesting ways of reducing risks;

### **Responsibilities of Department Heads Including Staff Responsible For Particular Areas of Health and Safety Concern (E.g. Science or Art / DT)**

The King's College, British School of Panama heads of department are the phase leaders of Primary and Secondary, and areas of health and safety with specific curriculum concerns. These heads shall be directly responsible to the Headteacher and the Health and Safety Officer for the implementation and operation of the school's health and safety policy within their relevant departments and/or areas of responsibility. As part of their day-to-day responsibilities, they shall ensure that:

- Safe methods of working exist and are implemented throughout their departments.
- Staff, pupils and others under their jurisdiction are instructed as necessary in safe working practices.
- All equipment for which they are responsible is in good and safe working order, and adequately protected.
- Toxic, hazardous or other dangerous substances for which they are responsible are correctly used, stored and labelled; and
- Health and safety hazards are reported to the Health and Safety Officer through the Health and Safety Logbook.

The King's Group Health and Safety Specialist shall ensure that the school caretakers and cleaning staff are aware of any implications of this Health and Safety Policy as it affects their work such as the storage of materials, equipment, substances etc.

### **Emergency Procedures**

Emergency procedures shall be carried in accordance with the Critical Incident Policy.

- It is the duty of all members of staff to familiarise themselves with King's College, British School of Panama fire and other emergency procedures, including evacuation drills which should be practiced regularly (one per term). If in doubt about such procedures, they should consult their superiors. Failure to follow the policy is a disciplinary offence.
- The Headteacher is responsible for drawing up, implementing and reviewing fire and emergency procedures at the beginning of each academic year, for ensuring that fire escapes are clearly marked and that evacuation instructions are posted prominently around the premises.

- Notices detailing the exact locations of the main service isolation points shall be prominently displayed so that all members of staff are aware of their locations.

### **Responsibilities of Pupils**

The pupils are expected:

- To behave in a safe and responsible manner and to be conscious of the health and safety of their classmates.
- To dress in a safe and sensible manner; and
- To observe all safety rules of the school and in particular the instructions of their teachers.

### **Responsibilities of Parents**

All parents are expected to familiarise themselves with the Health and Safety Policy of the school and to ensure that they and their children conduct themselves in a manner consistent with it. All parents must in particular:

- Make the school authorities aware of any special medical needs of their children; and to provide appropriate medication as required.
- Ensure that they or properly authorised persons collect their children from school or meet them off the school bus at the end of the school day as appropriate, except where there is specific parental authorisation to the contrary; and
- Not send their child to school if he/she shows signs of a communicable disease or other infectious conditions.

## **Appendix B**

### **Arrangements For Health And Safety**

#### **Health And Safety Officer**

- The Health and Safety Officer shall be a member of staff with special responsibility for health and safety matters and shall be appointed each year by the Headteacher or designated deputy. The name of the Officer shall be notified to all members of staff and to the CEO at the start of each school year.
- A deputy Health and Safety Officer shall be appointed to act in the absence of the Health and Safety Officer.

#### **Recording Health and Safety Issues**

- A Health and Safety Logbook shall be kept by the Health and Safety Officer – This will contain all reported hazards spotted as a consequence of inspections, accidents, dangerous occurrences, incidents or accidents.
- An Accident Logbook shall be kept by the School Nurse – This will contain all accidents requiring medical attention by the Nurse. Accidents which are the result of normal children's behaviour, such as falling when playing, and are not caused by defective equipment or structures etc. do not need to be entered in the Health and Safety Logbook, but will be entered in the Accident Logbook kept by the School nurse. Details of any injuries resulting from such accidents shall be recorded as set out in the Medical and Intimate Care Policy.
- Any member of staff who witnesses an incident, including accidents, dangerous occurrences, shall report it to the Health and Safety Officer. Accidents at work require notification to the King's Group Health and Safety Specialist.
- The following details, related to each incident, shall be entered in the Health and Safety Logbook:
  - Date and time of incident
  - Nature of incident (actual or near miss)
  - Area (health or safety issue)
  - Location of incident
  - Action taken
  - Incident open or closed
  - If open, follow up action to be taken
  - Follow up action taken, if any
  - Name and position
  - Date report completed

- Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work, action shall be taken to remove or isolate the hazard and to warn people until the necessary modifications or repairs have been made.

### **Emergency Procedures**

- Emergency procedures shall be carried in accordance with the Critical Incident Policy.
- It is the duty of all members of staff to familiarise themselves with King's College, British School of Panama Critical Incident Policy, including evacuation drills which should be practiced regularly. If in doubt about such procedures, they should consult their superiors. Failure to follow the policy is a disciplinary offence.
- The Headteacher is responsible for drawing up, implementing and reviewing fire and emergency procedures at the beginning of each academic year, for ensuring that fire escapes are clearly marked and that evacuation instructions are posted in all classrooms, offices, and corridors.
- Notices detailing the exact locations of the main service isolation points shall be prominently displayed so that all members of staff are aware of their locations.

### **Supervision**

- The Headteacher is responsible for drawing up a duty roster which shall be followed by all staff.
- Class teachers are responsible for the safety of their children throughout the time they are being taught.
- Class teachers are responsible for their pupils' safety at the end of the school day until 3.45 pm. After which the child goes to the appropriate classroom if it is an extracurricular club or awaits parents or guardians in the school reception/homework club under the responsibility of the Teaching Assistant.
- At lunch-time, teachers are responsible according to the duty roster for the safety of the children.
- The school bus monitors are responsible for the children from pickup on their buses at all times during school bus journeys.
- The Headteacher is responsible for the safety of all those using King's College, British School of Panama premises when there are contractors working on site.
- The persons leading school or private clubs, whatever time of day they are held, are responsible for the safety and attendance of those enrolled on their clubs.

### **First Aid and Administration of Medicines**

First aid and the administration of medicines shall be carried out in accordance with the procedures set out in the First Aid and the Medication in School Policy.

## **Hazard Reporting**

- All members of staff shall report any hazards that could be a cause of serious or imminent danger (such as damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors) immediately to the Health and Safety Officer.
- Verbal reports to the Health and Safety Officer shall be followed up by an entry in the Health and Safety Logbook (on Drive).
- The Health and Safety Officer shall carry out a risk assessment of the hazard identified and inform the Health and Safety Specialist if remedial action is needed.
- A copy of the Hazard Reporting Form shall be kept in the Health and Safety Logbook. The form shall record the remedial action (if any) taken.

## **Repairs and Maintenance**

- Any member of staff who encounters any damage to or wear and tear of the premises which may constitute a hazard shall report it to the Health and Safety Officer through the hazard reporting procedure.
- All members of staff are responsible for ensuring the good housekeeping of their own workrooms, such as offices, workshops, studios and the related storage areas.
- Defective furniture shall be taken out of use immediately and reported to the Health and Safety Officer.

## **Housekeeping and Disposal of Waste**

- Rubbish awaiting collection or removal shall never be left where it obstructs escape routes or could aid the production or spread of fire. The maintenance or cleaning personnel shall be contacted if circulation or escape routes are obstructed by rubbish.
- All members of staff are responsible for ensuring the good housekeeping of their own workrooms, such as offices, workshops, studios and the related storage areas.
- All members of staff are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors shall be reported to the cleaning personnel who will arrange for them to be dealt with.
- All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely.

## **Parents**

- Parents visiting the school shall report to the School Reception where they shall sign the visitors' book, collect their **red lanyard and visitor badge** and wait in the reception area until they are met by the person who they have come to meet.

- Any member of staff seeing an unidentified person in the school shall report this immediately to the most senior member of staff on the school premises, who shall take any action they consider necessary to ensure the restraint or removal of the unidentified person.

### **Visitors**

- All visitors shall report to the School Reception where they shall sign the visitors' book, collect their **red lanyard and visitors badge** and shall wait in the reception area until they are met by the person who they have come to meet.
- Any member of staff seeing an unidentified person in the school shall report this immediately to the most senior member of staff on the school premises, who shall notify security and any other action they consider necessary to ensure the restraint or removal of the unidentified person.

### **Vehicle Movement and Parking on the Premises**

- Vehicles other than the school buses are not allowed inbound or outbound from the Infants Car Park from 8.10am to 3.30 pm.
- Parking will only be permitted on the designated areas in the Main Car Park and Administration Offices Car Park– Drivers will be asked to remove their vehicles in any other case. Local police will be alerted if vehicles block entrances to the school at any time of the day.

### **Smoking**

- Smoking is prohibited in the school and the school grounds.
- All job applicants shall be informed of the no smoking policy.

### **Violent Behaviour**

No form of violence will be accepted on the school premises.

### **Use of School Premises**

Those persons hiring any part of the school shall be responsible for ensuring the health and safety of all those attending their event and for the protection of the buildings and grounds against damage.

### **Monitoring and Review**

#### **Monitoring**

- The Headteacher shall receive a written report from the Health and Safety Officer after each Health and Safety Committee. This report shall be brief and shall summarise the previous month's entries in the Health and Safety Logbook, and shall make recommendations for improvement of health and safety. All Health and Safety information is shared in a timely fashion with the CEO and King's Group Health and Safety specialist.
- The CEO shall be informed immediately of any serious incident and the outcome of the incident.

### **Review**

This policy statement will be reviewed annually, or whenever necessary to take account of changed circumstances, and update, modify or amend it as necessary to ensure the health, safety and welfare of the staff and pupils.

### **School Policies with Health and Safety Implications**

The following (in alphabetical order) are the school policies and other documents that are referred to in Section 1 of this Health and Safety Policy.

- Preventing and Tackling Bullying Policy
- Behaviour Policy
- Safeguarding Children
- Acceptable Use Policy
- School Trips, Safety and Supervision Policy
- Pupil Supervision Policy

### **Appendix C**

Hazard Report –a  
Health and Safety Logbook

<b>CODE</b>	<b>PLAC E</b>	<b>RISK</b>	<b>RESOLUTION</b>	<b>RESP.</b>	<b>INITIAL DATE</b>	<b>FINAL DATE</b>	<b>PHOTO</b>
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