

## Kennel Lane School: Health and Safety Policy

***This policy document is intended as an evolving piece of work. It will be updated when necessary, to take into account new or amended legislation where it relates to schools' health and safety. Details of relevant Local Authority manuals along with written procedures, best practices and safe systems of work for the school can be found in the resource section below.***

<b>PHILOSOPHY</b>	<b>PRINCIPLES</b>	<b>PROCEDURES &amp; RESOURCE IMPLICATIONS</b>	<b>PERFORMANCE</b>
<u>At Kennel Lane School we believe that:</u>	<u>At Kennel Lane School our intention is to:</u>	<u>At Kennel Lane School we will implement our philosophy by the following:</u>	<u>At Kennel Lane School we will monitor performance by the following:</u>
<ul style="list-style-type: none"> <li>• The ultimate responsibility for the implementation of the Health &amp; Safety Policy within the school belongs to the Governing Body and the Head Teacher</li> <li>• This Health and Safety policy statement is not a standalone document and should be read in conjunction with the Bracknell Forest Council's Children, Young People and Learning Health and Safety Policy</li> <li>• The relevant policies and guidance on the Bracknell Forest website (see below) should be adhered to especially the following Manuals; Health and Safety Manual for Schools, Health and Safety Manual-Corporate, Offsite and Adventurous Activities Guidance and the Health Protection Agency's Guidance on Infection Control in schools and other childcare settings</li> <li>• Learner, staff, and visitor safety is of paramount importance</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all staff have a collective responsibility relating to health and safety</li> <li>• Comply with the current Health and Safety Laws and Regulations and all other associated regulations</li> <li>• Follow the guidance and recommendations provided by Bracknell Forest Council in their numerous manuals and refer to their Health and Safety Advisors as necessary</li> <li>• Reduce the number of days of staff absence, caused by avoidable accident or incident</li> <li>• Eliminate avoidable accidents or injury to learners caused as a result of school undertaking e.g. faulty equipment, condition of the premises or inappropriate levels of supervision</li> <li>• Provide ongoing training, equipment and support for staff</li> <li>• Provide additional equipment, training and resources if needed, including personal protective clothing</li> </ul>	<ul style="list-style-type: none"> <li>• New staff will be given Health and Safety induction training, they will further receive Manual Handling training and Team Teach training</li> <li>• Additional tailored training will be carried out if necessary, depending on the needs of staff and learners</li> <li>• Staff will receive regular refresher training as required and within specified time frames</li> <li>• Individual Learner Risk Assessments and Personal Strategy Plans will be completed as necessary to support staff in the management and supervision of learners</li> <li>• Personal Strategy Plans will be reviewed as often as is necessary with parents</li> <li>• Manual Handling Assessments will be produced and reviewed at least annually or whenever there is a change in the learners' needs</li> <li>• All necessary manual handling equipment will be provided by the school such hoists and changing beds</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and investigate Accident Forms and Incident Reports and take effective and decisive remedial action to prevent any reoccurrences</li> <li>• Ensure safety inspections of equipment and site are carried out in a timely fashion and that any remedial action required is implemented</li> <li>• Use BFC approved contractors for inspections and remedial works relating to: Playground equipment, PE equipment, kiln maintenance, and electrical tests</li> <li>• Maintain records as evidence of system and equipment checks</li> <li>• Monitor safety issues relating to learner transport e.g. access to the school site and traffic management</li> <li>• Internal monitoring inspections on specified areas of site to be carried out periodically</li> <li>• Review and monitor those areas where remedial work or changes to procedure have been identified, to ensure ongoing compliance</li> </ul>

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<u>At Kennel Lane School we believe that:</u>	<u>At Kennel Lane School our intention is to:</u>	<u>At Kennel Lane School we will implement our philosophy by the following:</u>	<u>At Kennel Lane School we will monitor performance by the following:</u>
<ul style="list-style-type: none"> <li>• It is essential to ensure a safe and secure environment for learners and staff during day to day activities whilst on the school site</li> <li>• It is important that staff and learners be able to experience visits and offsite activities safely and securely</li> <li>• Staff must work effectively as a team in order to ensure a safe working environment</li> <li>• Every member of staff is expected to adhere to safe working practices and use equipment provided</li> <li>• Staff shall be encouraged to raise concerns and report issues relating to Health and Safety</li> <li>• Staff need to be both reactive and proactive in striving to ensure safe practice and have the ability to adapt to the differing and fluctuating needs of the learners</li> <li>• Staff should strive to continually improve safety by learning from past experiences</li> <li>• An adequate cleaning provision for the site is essential in helping to reduce illness and contain the spread of sickness and diarrhoea, additionally suitable cleaning products should be readily available to staff</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out Risk Assessments as necessary with an effective review process</li> <li>• Be proactive in removing hazards and reducing risk</li> <li>• Comply with all mandatory safety checks and record keeping</li> <li>• Follow Accident and Incident Reporting procedures to BFC and the Health and Safety Executive as necessary</li> <li>• Identify key areas of risk and develop safe systems of work and controls</li> <li>• Ensure that all hazardous materials are appropriately stored</li> <li>• To ensure the safety of learners and neighbours by controlling access to and from the site and by recording details of those visitors on site</li> <li>• Provide sufficient fully trained First Aiders and Paediatric First Aiders for both learners and staff and maintain appropriate first aid kits, resources and consumables across the site</li> <li>• Provide sufficient fully trained Fire Wardens to support the whole school during an evacuation</li> </ul>	<ul style="list-style-type: none"> <li>• All equipment will be maintained in good order and include services and LOLER checks</li> <li>• Communication and feedback from staff will be encouraged and acted on</li> <li>• Regular review / revision of safety related procedures or equipment will take place</li> <li>• If repair is not feasible items should be disposed of safely</li> <li>• The School will consider safety issues surrounding visitors, contractors, supply staff, volunteers and escorts</li> <li>• Staff will be supported by the site team to immediately remove damaged and dangerous equipment or resources</li> <li>• Make full use of additional safety resources produced by BFC such as Health and Safety Newsletters and the Broadmoor Emergency Procedure etc</li> <li>• Ensuring the weekly collection and replacement of clinical waste bins and monthly collection of sanitary bins</li> <li>• The needs of potential new learners should be assessed before they start school</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the overall effectiveness of evacuation during fire drills, review and strengthen procedures as necessary</li> <li>• Evaluate the results of our Fire Risk Assessment and take any necessary action</li> <li>• Review all individual learners' assessments and plans at least annually, where appropriate involving the parents</li> <li>• Evaluate staff feedback and comments following training. Ensure follow up action is taken regarding concerns or disclosures</li> <li>• Trainers to evaluate courses and provide additional sessions and support as and when required</li> <li>• Comply with document retention rules, for learners and staff, for Risk Assessments and Accident Forms and all other evidentiary documentation</li> <li>• Be open and transparent in all aspects of Health and Safety seeking external advice and support where necessary</li> <li>• Via a laboratory, test the swimming pools water quality for microbial and bacterial contamination levels</li> </ul>

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<p>during the day to deal with bodily fluids, contamination, soiling and other hygiene issues</p>		<ul style="list-style-type: none"> <li>• Any new equipment required for specific students should be purchased and staff trained in its use before the new learner starts</li> <li>• Additional external expertise will be sought where necessary in support of learners and staff e.g. Occupational Health</li> </ul> <p><b>Site:</b></p> <ul style="list-style-type: none"> <li>• Site staff will brief all contractors on safety and ensure they are aware of and have signed the asbestos register</li> <li>• Site staff will be required to attend all relevant safety training e.g. Working at Heights and follow all safe systems of work as outlined in the BFC Health and Safety Manuals</li> <li>• All equipment and plant machinery is to be serviced and maintained and appropriate records kept, including PAT testing</li> <li>• Prior to commencement of any maintenance or building work a risk assessment must be carried out. This may be visual, verbal or written, depending on the scope of work</li> <li>• Appropriate safety equipment is to be available to use as necessary by all site staff. It is to be kept in good order and replaced in a timely fashion</li> </ul>	<ul style="list-style-type: none"> <li>• Produce regular Health and Safety reports for circulation to the School Governors and Senior Leadership Team</li> <li>• The School Governors will monitor and review items of significance through the termly Health and safety Report</li> <li>• BFC's Health and Safety Advisor will carry out Health and Safety Audits and Fire Risk Assessments with the school every 2 years</li> <li>• School will act on any recommendations made following the Health and Safety Audits and Fire Risk Assessments and produce and implement an action plan</li> <li>• BFC monitor accident reporting and will provide support or intervention in the event of a major incident</li> <li>• School must be proactive in disclosing accidents or incidents to BFC's Insurance Department where there are potential issues of liability or where a claim could be brought against the school</li> <li>• Offsite activities will be planned and processed in accordance with BFC Offsite and Adventurous Activities Guidance, with all levels of approval</li> </ul>

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		<ul style="list-style-type: none"> <li>• The Site Manager, as the trained and competent person, will comply with all Legionella prevention testing and facilitate the implementation of any recommended or required remedial works or actions as identified in external monitoring reports</li> <li>• The Site Manager will liaise with BFC to facilitate the regular monitoring of Asbestos and the implementation of any recommended or required safety works as identified in external Asbestos reports</li> <li>• The school must have a fully qualified Pool Operator, who is responsible for the maintenance of the Swimming Pool, control of its chemicals, management of the Plant Room and our compliance with Pool Safety Procedures and Practices. This is currently the Site Manager</li> <li>• Adequate measures must be put in place to ensure site safety during frost and snow each winter</li> <li>• The Fire Officer will facilitate annual Fire Risk Assessments and inspections of fire extinguishers and alarm systems. All relevant records and evidence is to be retained, including evidence of checks carried out by BFC</li> </ul>	<p>obtained in advance of the activity taking place. Compliance of such approvals will be monitored by BFC with exceptions reported back to school for investigation</p> <ul style="list-style-type: none"> <li>• The Site Manager will liaise with the cleaning supervisor / manager whenever there are concerns raised relating to cleaning of the site</li> </ul>

## Kennel Lane School: Health and Safety Policy

### Reference sources

<https://schools.bracknell-forest.gov.uk/policies-guidance/>

<https://schools.bracknell-forest.gov.uk/policies-guidance/health-safety/hs-manual-for-schools/>

<http://schools.bracknell-forest.gov.uk/policies-guidance/health-safety/hs-manual-corporate>

<http://schools.bracknell-forest.gov.uk/policies-guidance/offsite-adventurous-activities-guidance>

<http://schools.bracknell-forest.gov.uk/policies-guidance/school-emergency-plan>

<https://schools.bracknell-forest.gov.uk/wp-content/uploads/guidance-on-infection-control-in-schools-and-nurseries.pdf>

### School Health and Safety documents on the staff shared drive including:

P:\Policies\Fire & Evacuation procedure.doc

P:\Policies\KLS Pool Operating Procedures and Emergency action plan.docx

P:\Policies\Supporting Medical Conditions POLICY-FORMS-GUIDANCE\Medical POLICY document

P:\Policies\Supporting Medical Conditions POLICY-FORMS-GUIDANCE\ (Appendix A) STATUTORY Guidance Supporting pupils with medical conditions

P:\Policies\Supporting Medical Conditions POLICY-FORMS-GUIDANCE\ (Appendix B) GUIDANCE for managing medicines and related issues

P:\Policies\Emergency Plan\ Emergency plan 2019.doc

P:\policies\non-curriculum policies\Sun Safety policy

P:\policies\non-curriculum policies\ Manual Handling

Written by: Barbara Ford Updated: June 2019 Approved by Governors: December 2020

Review: 3 Yearly – Autumn 2022

### Previous versions

Gov. Approved Date: Summer 2014

Amendments Approved by SLT: November 2017

Amendments Approved by SLT: December 2020