



Kingsmere School

Unique Resilient Unstoppable

Health & Safety Procedure

Reviewed: October 2018

Kingsmere School
Hundred Foot Bank
Pymoor
ELY
CB6 2EL

Health & Safety Procedure

Kingsmere School

Operates within the overall statement of Health and Safety Policy, Organisation and Arrangements of Priory (the Priory Health and Safety Policy), which specifies the arrangements for the management of Health and Safety throughout Priory operations. In particular, it is the policy of The School to ensure, so far as is reasonably practical, that: -

1. There is a safe and healthy environment throughout the premises.
2. Working practices, which ensure health and safety, are established for staff and others (such as contractors, sessional workers, bank staff and volunteers) who visit or work on the premises, when they are under our control;
3. Sufficient health and safety information, instruction, supervision and training is provided for staff, contractors, volunteers and visitors, so as to ensure the health and safety of all who may be affected by their work or activities;
4. Health and Safety standards and practices are regularly monitored and reviewed and where deficiencies are identified they are promptly rectified.

ORGANISATION

Responsibilities of the Operations Director

The **Operations Director** has overall responsibility for managing and keeping under review, standards of Health and safety within Kingsmere School and the standards relating to all our activities. In this role the Operations Director can call on the assistance of and advice from, the relevant regional and central staff and specialist retained consultants. Where serious deficiencies in health and safety standards are identified, the Operations Director has particular responsibility for ensuring that corrective action is taken. Overall responsibilities of unit managers are also specified in the Priory Health and Safety Policy.

The Operations Director also has responsibility for:

1. Ensuring that policies and procedures adopted within the unit and the decisions of the units senior management team, take account of, and comply with, the Priory Health and Safety Policy and legal requirements relating to health and safety.
2. Ensuring that each member of the unit's senior management team is aware of their allocated health and safety responsibilities and ensuring that their performance in health and safety is included alongside other operational targets within the annual appraisal.
3. Ensuring that there is an appointed health and safety co-ordinator for the location, who receives relevant training as specified by Priory standards, is allocated sufficient time and resources to fulfil their responsibilities and attends Priory seminars and briefing sessions arranged for such co-ordinators.
4. Chairing the Unit's Health and Safety Committee, comprising of elected representatives of employee safety, members of the management team, the Unit Health and Safety Co-ordinator and other appropriate

- staff and ensuring that the team meets at least quarterly.
5. Annually reviewing, in consultation with the senior management team and the Unit Health and safety Committee, this statement of organisation and arrangements
 6. Ensuring that central office are informed as soon as possible of any planned or completed inspections by enforcing authorities and that any advice from enforcing authorities is shared promptly with central office, in order to enable changes to be implemented where necessary.
 7. Ensuring that there are local written procedures in place for the classification, storage collection and transport of waste, in accordance with the Priory waste management policies.
 8. Ensuring that there are local written arrangements in place, including trained and appointed staff, to implement the Priory permit to work system.
 9. Producing, in consultation with the Managing Directors and in accordance with Priory standards and guidance, an annual Health and Safety Plan.
 10. Ensuring that where organisational changes are planned, adequate arrangements are put in place to ensure health and safety is maintained and managed during and after change.
 11. Monitoring, in consultation with the Unit health and safety committee the progress made in implementing the targets set in the annual health and safety plan.
 12. Ensuring that there is an effective system of monitoring the health and safety standards in the Unit, at least quarterly, using the health and safety monitoring tool, contained in the Health and Safety Management Checklist (H&S53) supplemented, where necessary, by any additional checks identified by local risk assessments and reviewing the standards achieved by considering reports from each member of the unit's senior management team at least once per year.

13. Providing an annual report to the Managing Director, Facilities and Purchasing on the health and safety performance of the Unit and progress against the action plan, in accordance with Priory guidelines, on the content of such reports

The Head Of School

The Head of School has the following responsibilities, in addition to those specifically allocated to individual teachers in the sections below:

1. Ensuring that the standards of operation and facilities within their area of management control or influence are consistent with Priory and local health and safety standards, recognised standards of good practice and legal requirements.
2. Ensuring that good standards of housekeeping and tidiness are maintained in areas under their control.
3. Ensuring the Regional Facilities Manager and Support Services/Estates/ local maintenance manager is consulted before any arrangements are made to initiate work involving contractors on site and Priory contractor control procedures are followed.
4. Ensuring that where staff are recruited, due consideration is given to the health and safety competence of such staff and any required initial health and safety training.
5. Ensuring that where agency staff are used, information is provided to the agency on the qualifications and experience on the staff required.
6. Identifying any special health and safety training needs of new and existing staff, which are not otherwise addressed, and making arrangements for such training, in consultation with the unit Health and Safety Co-ordinator/Site Learning Administrator.

7. Ensuring that staff complete the Priory Induction Programme, in accordance with the Priory procedures, and are released for required health and safety induction training and any ongoing general health and safety training.
8. Ensuring that there is adequate supervision of staff working under their control in order to ensure that health and safety standards are maintained.
9. Maintaining an inventory of hazardous materials used within his/her area of responsibility and ensuring that new materials are not introduced unless the COSHH co-ordinator has been informed and an adequate COSHH assessment has been undertaken
10. Undertaking and recording, with the assistance of the Health and Safety Co-ordinator, COSHH Co-ordinator and the Manual Handling co-ordinator, the required statutory risk assessments.
11. Ensuring for any off-site event or trip, organised by, or on behalf of the School that adequate arrangements are made for the supervision of the young people involved and the safety of the staff and young people in accordance with Priory procedures.
12. Implementing control measures identified through any risk assessments undertaken
13. Ensuring that first aiders are nominated and trained for the School and that their names and location are displayed on first aid signs.
14. Ensuring that first aid containers and equipment are allocated to a
person responsible for ensuring they are stocked and replenished as appropriate
15. Making arrangements for refresher training for first aiders appointed in order to maintain their certification.
16. Ensuring that the Health and Safety Co-ordinator is promptly informed of any accidents, dangerous occurrence or work related employee illhealth issues.
17. Collating accident and incident reports and sending copies to central

office within the timescale specified in Priory procedures.

Maintenance Manager

The Maintenance Manager has particular responsibility for:

1. Ensuring, in consultation with the relevant regional and central staff, that the arrangements for the maintenance of the fabric of the building and building services, plant and equipment used within their location, operate efficiently.
2. Maintaining any asbestos register with details of the location and condition of any asbestos present and arrangements for its regular inspection.
3. Ensuring that there is a management plan in place, in accordance with Priory guidelines, for avoiding the uncontrolled disturbance of asbestos present and for maintaining any asbestos, which is present in a safe and sound condition.
4. Ensuring that maintenance staff employed at the school are adequately trained for their responsibilities, have clear written safe systems of work and any work, which may involve significant risks.
5. Ensuring that any structural and physical fire safety measures specified in the fire safety risk assessment for the School are put into place.
6. Ensuring that where alterations to activities undertaken, or the layout of the premises, are proposed, the fire safety risk assessment for the premises is updated with the assistance of the Priory retained fire and safety consultants
7. Ensuring that permit to work systems are in place, operated correctly by trained and appointed staff and that this is confirmed by periodically monitoring the work being undertaken
8. Ensuring that for any contract work undertaken there is a clear written identification of whether

the work is under the control of the Central/Regional Estates team or under local control and that where responsibility is shared the respective responsibilities at each stage of the work are identified and relevant information is exchanged between The school and central or regional level as appropriate.

9. Identifying any potential contract work which may fall within the requirements of the Construction (Design and Management) Regulations 2007 and ensuring such work is not commenced, unless a competent CDM co-ordinator and Educational Establishment contractor have been appointed and an adequate health and safety plan has been put in place.
10. Ensuring that contractors working on the premises are provided with a copy of the Priory Contractors Rules and that for each project or job a manager, who is an employee of Priory, is appointed to represent The school in dealing with the contractor and to monitor the safe conduct of work.
11. Ensuring that electrical equipment is maintained and inspected
12. Putting inspection and maintenance arrangement in place for the fire alarm and detection systems, emergency lighting, fire doors, fire extinguishers and sprinkler systems and maintaining a schedule of inspections and responsibilities, either internal or external for maintaining them.
13. Ensuring records are maintained of plant and facilities inspections and statutory inspections and that these are readily available for a visiting inspector.
14. Ensuring that cleaning and maintenance work undertaken in the

young people's area takes due regard to the particular risks to the young people and that high standards of housekeeping are maintained in such areas with a particular view to avoiding tripping hazards and slippery floors

15. Ensuring that contract cleaning and other staff are properly informed about the health and safety standards require and the local fire procedures to be followed.

STAFF MEMBER Responsible

In addition to their general responsibilities the staff member is, [under the direction of the Head of School and then OD] responsible for:

1. Ensuring that there are safe arrangements for the delivery, storage and use of hazardous cleaning substances, including holding an up to date safety data sheet and COSHH assessment for each substance used.
2. Ensuring that manual handling tasks where there is a risk of injury, such as moving linen bags, has been adequately assessed.
3. Ensuring that there are adequate arrangements to keep the premises and equipment in clean condition, and where there are shortfalls in skills and resources in-house, reporting this to their line manager.
4. Ensuring that staff knows how to report defects in the premises or equipment requiring repair and that such defects are notified to the appropriate manager.
5. Ensuring that safe systems of work for cleaning are operated by staff and that these include the minimisation of slipping and tripping hazards, particularly in relation to wet floors and trailing leads.

6. Ensuring that all staff are provided with a health and safety induction and training in the use of equipment or of particular tasks presenting a hazard.

MAINTENANCE MANAGER

1. Maintaining the fabric of the building and building services, plant and equipment used within their location, to the planned preventative maintenance schedule and carrying out repairs as requested.
2. Conducting inspections of the workplace or work equipment as requested.
3. Understanding the content of the asbestos register including the details of the location and condition of any asbestos present and arrangements for its regular inspection.
4. Following safe systems of work and ensuring that the correct paperwork is in place prior to undertaking work, which requires a permit to work.
5. Carrying out routine checks on the fire alarm and detection systems, emergency lighting, fire doors, fire extinguishers, and sprinkler systems in accordance with a schedule of inspections.
6. Ensuring records are maintained of plant and facilities inspections, maintenance and repairs including in-house work.
7. Maintaining records of statutory inspections, identifying and initiating actions identified through such inspections and ensuring that readily available for a visiting inspector.
8. Ensuring that maintenance work undertaken in client area takes due regard of the particular risks to clients and that high standards of housekeeping are maintained in such areas, with a particular view to avoiding tripping hazards and slippery floors
9. Ensuring that all tools and equipment are kept safe and secure and not left unattended.

HEALTH AND SAFETY CO-ORDINATOR

The Health and Safety Co-ordinator has particular responsibility for:

1. Advising the Operations Director, Senior Management Team and the Health and Safety Committee on general health and safety matters, seeking further information from the Central Health and Safety Co-ordinator, other Priory specialists or retained consultants as necessary.
2. Providing health and safety briefings to groups of staff as requested by the unit.
3. Liaising with the COSHH co-ordinator and the relevant health and safety committee members to ensure that up to date risk assessments are available. To liaise with the Site Learning Administrator to ensure that relevant Health and Safety training is completed.
4. Ensuring that the health and Safety standards of any contract work undertaken on the premises are monitored and controlled in accordance with the School procedures and advising the Operations Director of any defects identified
5. In accordance with Priory procedures, providing a quarterly report on health and safety to the Operations Director.
6. Ensuring that there are adequate induction health and safety training arrangements (including first day fire safety instruction and driving assessment) for all staff employed at, or routinely working at the School.
7. Ensuring the requirements of the fire safety risk assessment, relating to practice fire evacuation drills and staff training are implemented.
8. Ensuring, in consultation with the Senior Management Team, that there are adequate

- arrangements for the provision of ongoing health and safety training and information to employees and other staff working at the location.
9. Setting up the arrangements for the issue and replacement of protective clothing and equipment, in consultation with the relevant line managers
 10. Ensuring that, in accordance with Priory procedures, risk assessments are produced and recorded.
 11. Ensuring that details are obtained from all relevant managers on dangerous substances used on the premises, together with up to date material safety data sheets for them
 12. Ensuring that local procedures include suitable arrangements for activities and excursions, in accordance with Priory procedures.
 13. Assisting the senior management team and heads of department in undertaking and implementing risk assessments, in accordance with corporate procedures, for the premises and activities undertaken at the premises, the use of computer workstations, manual handling activities of staff and the use of, or exposure to, hazardous materials and agents used during, or arising from, work undertaken.
 14. Assisting the senior management team and heads of department in undertaking accident investigations when requested.
 15. Ensuring that there is a system in place for the collation and analysis of accident and incident information and for the reporting of accidents to the enforcing authority when necessary.
 16. Advising the Operations Director if, as a result of risk assessments undertaken or otherwise, outstanding health and safety issues are not being promptly and effectively resolved.
 17. Assisting the Operations Director in the setting up and operation of consultation arrangements for health and safety including monitoring health and safety actions identified by the health and safety

- committee and feeding back the outcome to the Operations Director.
18. Supporting line managers by providing information in the event of enforcement authority visits.
 19. Attending Priory wide health and safety update meetings held for Health and Safety co-coordinators.
 20. Receiving immediate reports of serious accidents and ensuring that the information is passed promptly to central office in accordance with Priory procedures.
 21. Reporting incidents to enforcing authorities in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), as directed within the Unit procedure and ensuring that these responsibilities are fulfilled in their absence.
 22. Checking that accidents have been adequately investigated and that any improvements or actions determined to be required, are carried out.
 23. Monitoring for trends in accidents and incidents and providing a summary report of statistics routinely for consideration at Management meetings and by the Health and Safety Committee.

COSHH CO-ORDINATOR

The designated COSHH (Control of substances hazardous to health) co-ordinator is responsible for:

1. Maintaining an inventory of hazardous substances in use and stored on the premises including details of where they are held and approximate quantities.
2. Maintaining a central file of health and safety data sheets for hazardous substances in use and store on the premises.

3. Ensuring that there are suitable storage arrangements for hazardous substances.
4. Attending training for conducting COSHH assessments as requested.
5. Conducting COSHH arrangements as agreed with the Operations Director or assisting others in conducting the assessments as directed.

HR ADMINISTRATOR/SLA

The HR Administrator has specific responsibility for:

1. Ensuring that the staff selection process includes an assessment of the suitability of candidates health and safety experience, attitude and previous training.
2. Ensuring that where possible, copies are held of employees past and ongoing certificates of qualification where these are relevant to safety aspects of their employment.
3. Ensuring that records are maintained of health and safety training including the date of the course, the names of the attendees and where possible, the content of the course.
4. Ensuring that arrangements are in place for the protection of new and expectant mothers, including arrangements for risk assessments which should be carried out in accordance with Priory procedures for new and expectant mothers.
5. Ensuring that staff selection processes include a confidential medical assessment and reasonable adjustments being carried out in compliance with disability legislation.

Other staff with Specific Responsibilities:

1. Ensuring that risk assessments are in place for the young people at the School including any on site and off site activities.
2. Ensuring staff are informed of any new policies and procedures.

Responsibilities of Employees

All employees of Priory have the following responsibilities, which are detailed in the Priory Health and Safety Policy:

1. To act with due regard to the health and safety of themselves and others who may be affected by what they do, or fail to do, whilst they are at work, or on Priory premises.
2. To comply with Priory instructions and procedures relating to health and safety and making full and proper use of any protective or safety equipment provided.
3. To report to their supervisor or manager any serious danger to health or safety, or defects in plant structures, equipment, or safety procedures that come to their notice and which they cannot immediately rectify.
4. To report to their supervisor or manager any incidents which have led, or might have led to injury or damage.
5. To use only plant, equipment or substances in accordance with information, instruction and training provide by Priory

No manager or employee of Priory is authorised to initiate, or continue, any process, operation or activity, which places employees, or others, in danger, or is in breach of statutory obligations with respect to health and safety.

ARRANGEMENTS

1. Standards and Guidance

Mandatory common standards and guidance are contained in the Priory Health and Safety Manual, which gives information on a number of health and safety issues of relevance to Priory. Where internal guidance does not cover a specific issue, the Unit will adopt the practices or standards recommended in Health and Safety publications or relevant British or European standards.

2. Competent Professional Health and Safety Support and Assistance

Advice on day to day health and safety matters can be obtained through the local Health and Safety Co-ordinator. Specialist advice on health and safety issues can be obtained by the Operations Director, the Health and Safety Co-ordinator or other named contacts who have access to the Priory Health and Safety Helpdesk. Alternatively, advice can be obtained from via the Central Health and Safety Co-ordinator (currently Steve Rowlands and Noel Finnegan) in the absence of unit representatives.

3. Consultation with Employees on Health and Safety Issues.

Consultation with employees on health and safety matters is mainly undertaken through the school Health and Safety committee and the elected representatives of employee safety who are members of it. The names of

the Health and Safety Committee are displayed on the designated health and safety notice board. The school Health and Safety Committee is chaired by Michelle Smith – Operations Director.

4. Accidents, Dangerous Occurrences and Ill Health Reporting

Accident to employees, young people or others on Priory premises, or caused by Priory operations, must be reported to the relevant line manager and the Health and Safety Co-ordinator and recorded and reported, following the Priory accident/ incident reporting system. Incidents which may require reporting to the enforcing authority are outlined. Together with the reporting procedure within H&S03, including the reporting of cases of occupational ill health, dangerous occurrences, injuries to employees and injuries to members of the public, and young people.

Lynne Keating Head of Kingsmere School
October 2018
To be reviewed September 2019