



## Health and Safety General Policy Statement

King's Group Academies - Lyndhurst Junior School recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our Managers and Supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved through;

- ✔ the provision of health and safety leadership in identifying and controlling health and safety risks so identified;
- ✔ consultation with our employees on matters affecting their health and safety;
- ✔ the provision and maintenance of safe plant and equipment;
- ✔ ensuring the safe handling and use of substances;
- ✔ the provision of necessary information, instruction and training for our workforce, taking account of any who do not have English as a first language;
- ✔ making sure that all workers are competent to do their work, and giving them appropriate training;
- ✔ the prevention of accidents and cases of work related ill health;
- ✔ the active management and supervision of health and safety at work issues;
- ✔ having access to competent advice;
- ✔ the provision of the necessary resource required to make this policy and our health and safety arrangements effective;
- ✔ aiming for a continuous improvement in our health and safety performance and management through a process of regular audit and review; and
- ✔ reviewing this policy and associated arrangements on a periodic basis using findings from the audit process, staff consultations and incident investigation to guide change.

We also recognise;

- ✔ our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- ✔ our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our workforce recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each worker, which sets out their duties and includes our specific health and safety rules.

In support of this policy we have prepared a responsibility chart and specific arrangements.

Signature

Date

17.1.17

Position

HEADTEACHER

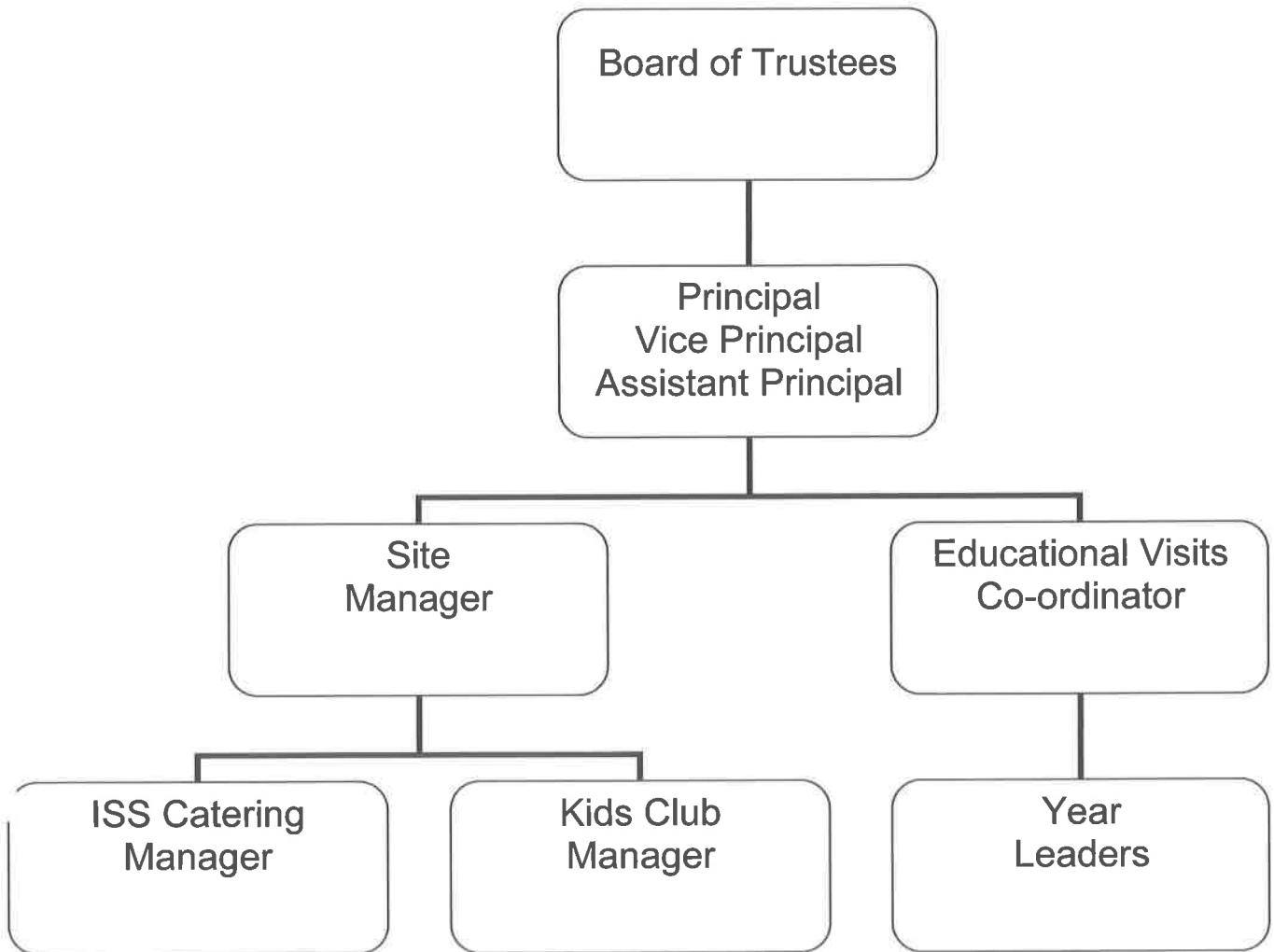


## Organisation

### Health and Safety Management Structure

Although the Board of Trustees has overall responsibility for the implementation of this policy day to day responsibility for particular issues has been delegated to key personnel.

The management structure within our business is shown here and the allocation of day to day responsibility for particular health and safety issues is shown in the Responsibility Chart which appears later in this document.



## Health and Safety Management Responsibilities

The Board of Trustees has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

### General

- Provide and resource an effective health and safety management system.
- Provide a suitable means of consultation with employees on health and safety matters.
- Ensure that adequate Employers' Liability Insurance cover is arranged and maintained.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when employed) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees are provided with appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

### Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

### Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

### Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises or at our client's premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

## **Risk Assessment**

Ensure that;

- Risk assessments are undertaken and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are communicated effectively to employees and others.

## **Premises**

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks posed by asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

## **Equipment**

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

## **Substances**

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

The Responsibility Table on the next page identifies the specific health and safety responsibilities and identifies the individuals they are allocated to. Employees with allocated responsibilities should refer to the associated Safety Arrangements set out later in this policy document.

## **Monitoring**

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Board of Trustees has overall responsibility for this, but some of the routine tasks may be delegated. We also use an Annual Health and Safety Review form to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System.

## Responsibility Table

*This Responsibility Table shows the allocation of responsibility for particular health and safety issues to the named person or management position.*

### Key

*BoT - Board of Trustees*

*P - Principal*

*SM - Site Manager*

*ISS - ISS Catering Manager*

*KC - Kids Club Manager*

*EdVC - Education Visits Co-ordinator*

*YL - Year Leaders*

<b>Safety arrangements</b>	<b>BoT</b>	<b>P</b>	<b>SM</b>	<b>ISS</b>	<b>KC</b>	<b>EdVC</b>	<b>YL</b>
Managing Safety & Health at Work	✓	✓					
Accident, Incident, Ill Health Reporting and Investigation	✓	✓	✓	✓	✓	✓	✓
Workplace H&S Consultation- Safety Reps	✓						
Risk Assessment and Hazard Reporting	✓	✓	✓	✓	✓	✓	✓
Substance & Alcohol Abuse		✓					
Purchasing		✓					
New and Expectant Mothers		✓					
Employing Children & Young Persons		✓					
Lone Working			✓				
Health & Safety Training		✓					
Health & Safety of Visitors		✓					
Personal Protective Equipment			✓				
Employing Agency and Temporary Staff		✓					
Safe Systems of Work		✓					
Action on Enforcing Authority Reports	✓	✓					
Equality and Disability Discrimination Compliance		✓					
H&S Information for Employees		✓					
Fire Safety - Arrangements and Procedures			✓				
First Aid		✓					
Welfare, Staff Amenities, Rest Rooms & the Working Environment			✓				
Housekeeping and Cleaning			✓				
Pest Control			✓				

<b>Safety arrangements</b>	BoT	P	SM	ISS	KC	EdVC	YL
Building Services			✓				
The Control of Hazardous & Non Hazardous Waste			✓				
Access, Egress, Stairs & Floors			✓				
Windows, Glass & Glazing in the Workplace			✓				
Water Temperature Control			✓				
Premises			✓				
Electrical Safety			✓				
The Provision, Use & Maintenance of Work Equipment			✓				
Hand Tools			✓				
Office Equipment		✓					
Storage of Chemical Substances & Agents			✓				
Slips, Trips & Falls		✓	✓				
Special Events		✓	✓				
The Safe Use of Machinery			✓				
Work at Height			✓				
Permits to Work			✓				
Hot Work			✓				
Workplace Transport & Pedestrian Control		✓	✓				
Occupational Road Safety		✓					
The Prevention of Sharps and Needlestick Injuries		✓					
Safety in Food Preparation Environments				✓			
Infection Control		✓					
Manual Handling		✓	✓				
Display Screen Equipment & DSE User Eye Tests & Spectacles		✓					
Legionella Control			✓				
Use of Chemical Agents & Substances			✓				
Asbestos at Work-ACMs Present & No Off Site Risk			✓				
Stress in the Workplace		✓					
Aggression & Violence in the Workplace		✓					
Drugs & Medication - HealthCare		✓					
Gym Equipment		✓					
Playgrounds			✓				

<b>Safety arrangements</b>	BoT	P	SM	ISS	KC	EdVC	YL
Work with Children		✓					
Educational Visits						✓	
Schools & Nurseries		✓					
Contractor Control & Management			✓				
CDM - Client	✓	✓	✓				

**Note:**

People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.



## Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The BusinessSafe Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK).

Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the BusinessSafe 24 Hour Advice Service on 0844 892 2785.

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 304/2003 concerning the export and import of dangerous chemicals, as amended
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990

- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 1997
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

## Safety Arrangements Table

Ref. Number	Title	Publication Date
SA1-1	Managing Safety & Health at Work	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation- Safety Reps	v2
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-11	New and Expectant Mothers	v2
SA1-12	Employing Children & Young Persons	v1
SA1-13	Lone Working	v1
SA1-14	Health & Safety Training	v1
SA1-15	Health & Safety of Visitors	v1
SA1-17	Personal Protective Equipment	v1
SA1-19	Employing Agency and Temporary Staff	v1
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees	v1
SA 2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-2	Welfare, Staff Amenities, Rest Rooms & the Working Environment	v2
SA3-3	Housekeeping and Cleaning	v2
SA3-4	Pest Control	v1
SA3-5	Building Services	v3
SA3-6	The Control of Hazardous & Non Hazardous Waste	v2
SA3-9	Access, Egress, Stairs & Floors	v2
SA3-10	Windows, Glass & Glazing in the Workplace	v1
SA3-14	Water Temperature Control	v1
SA3-15	Premises	v2
SA4-1	Electrical Safety	v1
SA4-2	The Provision, Use & Maintenance of Work Equipment	v1
SA4-3	Hand Tools	v1
SA4-4	Office Equipment	v1
SA4-5	Storage of Chemical Substances & Agents	v1
SA4-8	Slips, Trips & Falls	v1
SA4-9	Special Events	v1
SA4-11	The Safe Use of Machinery	v1
SA4-20	Work at Height	v2
SA4-22	Permits to Work	v1
SA4-23	Hot Work	v1
SA4-28	Workplace Transport & Pedestrian Control	v3
SA4-31	Occupational Road Safety	v2
SA4-32	The Prevention of Sharps and Needlestick Injuries	v3
SA4-35	Safety in Food Preparation Environments	v1
SA5-4	Infection Control	v1
SA5-9	Manual Handling	v3
SA5-11	Display Screen Equipment & DSE User Eye Tests & Spectacles	v1
SA5-12	Legionella Control	v1
SA5-14	Use of Chemical Agents & Substances	v2
SA5-16D	Asbestos at Work-ACMs Present & No Off Site Risk	v1
SA5-18	Stress in the Workplace	v1
SA5-19	Aggression & Violence in the Workplace	v1
SA6-3	Drugs & Medication - HealthCare	v4
SA6-6	Gym Equipment	v1
SA6-10	Playgrounds	v1

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<b>Ref. Number</b>	<b>Title</b>	<b>Publication Date</b>
SA6-14	Work with Children	v1
SA6-15	Educational Visits	v1
SA6-16	Schools & Nurseries	v1
SA7-2	Contractor Control & Management	v1
SA7-4a	CDM - Client	v2