



Wetherby Kensington
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London
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Health and Safety Policy

Policy reviewed by: Helen Milnes

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Reviewer's Signature: *Helen Milnes*

Head Teacher's Signature: *Helen Milnes*

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



Wetherby Kensington

Health and Safety Policy

Rationale

At Wetherby Kensington we believe that excellence in the management of health and safety is an essential aspect of school life. We believe that our pupils, staff and visitors are the most important asset of our school and therefore we aim to create an environment where pupils, staff and visitors are safe at all times. This is achieved by following procedures to eliminate risk and teaching good habits so that individuals are able to take care of themselves and each other, recognising that some activities have an element of risk and acting to reduce this to an acceptable level.

This policy works in conjunction with the Alpha Plus Health and Safety System. This policy applies to all children in the school, including those in the EYFS.

Aims

Through our health and safety policy we aim to:

- promote the safety and welfare of all members of the school community
- promote good safety procedures, alertness and control and instill concern and consideration for the safety of others
- teach sensible safety habits within the whole curriculum either in stand alone lessons or through lessons
- encourage pupils to develop beneficial habits through good health and hygiene routines
- teach safety as part of pupils' duties where appropriate
- provide and maintain adequate welfare facilities as appropriate
- formulate effective procedures for use in case of a fire and evacuating the school premises
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety, as well as access to health and safety training as appropriate or as and when provided
- maintain all areas within the school in a condition that is safe and without risk to health
- maintain access to and egress from Wetherby Kensington that is maintained in a condition that is safe and without risks

Organisation of Health and Safety

1. Alpha Plus and the Headmistress' Responsibilities

Alpha Plus and the Headmistress are responsible for implementing this policy within the school:

- a) monitor the effectiveness of the Health and Safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- b) prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
- c) make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by relevant authorities;
- d) make arrangements for the implementation of accident reporting procedures and draw this to the attention of all staff at the school as necessary;
- e) make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed;
- f) ensure that health and safety inspections are undertaken once every term;
- g) arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the health and safety inspection team;
- h) report to the insurers and Freeholder any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. Alpha Plus will deal with all aspects of maintenance which are under their control;
- i) monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- j) identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist Alpha Plus and the Headmistress in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate;
- k) ensure that heavy machinery or plant movement is not permitted during breaks; any such movement has to be supervised;
- l) manage safe asbestos disposal;
- m) carry out annual maintenance checks on all electrical and gas equipment;
- n) ensure that all glazing is safe and any breakages made secure and repaired as quickly as practicable.

2. Duties of the Person Delegated to Assist in the Management of Health and Safety

This will be the school secretary. The delegated person shall:

- a) assist the Headmistress in the implementation, monitoring and development of the Health and Safety policy within the school;
- b) monitor general advice on safety matters given by relevant bodies and advise on its application to the school;
- c) co-ordinate arrangements for the design and implementation of safe working practices within the school;
- d) investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- e) order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by Alpha Plus and the Headmistress;
- f) assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- g) ensure that staff with control of resources (both financial and other) give due regard to safety;

- h) co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- i) train staff in health and safety.

3. EYFS Responsibilities

It is the responsibility of the Headmistress, in conjunction with the Reception staff to:

- a) familiarise themselves with the Health and Safety policy and the Statutory Instruments and Regulations as issued from time to time;
- b) draw up safe procedures, written where appropriate, for the department;
- c) ensure that all classrooms/work areas are safe before they are used by any person;
- d) ensure that all equipment is safe before it is issued by any person;
- e) ensure that protective equipment, where appropriate, is used at all times;
- f) ensure that any hazardous or dangerous conditions or situations are reported without delay;
- g) ensure that all staff have read and understood the Health and Safety policy either in its entirety or the sections relevant to them;
- h) ensure that the department is safe and secure for all pupils;
- i) ensure the health, safety and welfare for all persons within their control.

4. Responsibilities of Staff towards Pupils and Others in their care

All staff are responsible for the health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular they will monitor their own work activities and take all reasonable steps to:

- a) exercise effective supervision over all those for whom they are responsible;
- b) be aware of and implement safe working practices and to set a good example personally;
- c) identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- d) ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- e) provide written job instructions, warning notices and signs as appropriate;
- f) provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- g) minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- h) evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- i) provide the opportunity for discussion of health and safety arrangements;
- j) investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- k) provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- l) entry/exit are kept clear for emergency vehicles in case of any emergencies;
- m) ensure pupils are supervised by adults (break duties)
- n) ensure smoking is not allowed on the school premises
- o) complete risk assessments, where necessary, for any activity

5. Responsibilities of All Employees

All employees have a responsibility to:

- a) take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- b) co-operate with the Proprietors, Freeholder and others in meeting statutory requirements;
- c) not interfere with or misuse anything provided in the interests of health, safety and welfare;
- d) make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headmistress or the delegated person responsible for health and safety;
- e) ensure that tools and equipment are in good condition and report any defects to the Headmistress or the delegated person responsible for health and safety;
- f) use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- g) ensure that offices and general accommodation are kept tidy;
- h) ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headmistress or the delegated person responsible for health and safety.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE HEADMISTRESS.

Please note the following:

- a) It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage;
- b) Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards;
- c) All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees;
- d) All new members of staff will be trained in health and safety as soon as possible

6. Responsibilities of Pupils

All pupils are expected, within their expertise, ability and understanding, to:

- a) exercise personal responsibility for the safety of themselves and their fellow pupils;
- b) observe standards of dress consistent with safety and/or hygiene
- c) observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- d) use and not wilfully misuse, neglect or interfere with things provided for safety purposes;

Alpha Plus and the Headmistress will endeavour to make pupils (and where appropriate parents and carers) aware of these responsibilities through direct instruction and notices.

7. All Other Persons on the School Property Responsibilities

All other persons on the school property will:

- a) observe the health and safety rules and the instructions given by persons enforcing the Health and Safety policy;
- b) not work on the premises until the relevant rules are read, understood and accepted;
- c) not work on the premises until covered by insurance against risk;

8. Responsibilities of the Health and Safety Committee

The health and safety committee will be responsible for:

- a) co-ordinating the implementation of the health and safety policy and will keep under review measures taken to ensure the health and safety of employees, pupils and staff;
- b) meet regularly to discuss matters concerning health and safety;
- c) carry out an inspection of the school once every half term;
- d) review and update any risk assessments, where necessary;
- e) discuss training requirements;
- f) review the health and safety policy and update it where necessary;

The health and safety committee is made up of:

Headmistress
The school secretary
The premises manager

9. Subject Leaders' Responsibilities

Subject leaders will:

- ensure staff and any other supervising adults are aware of any matters pertaining to health and safety in their particular curriculum area

Health and Safety Methods and Procedure Statements

Code of Safe Conduct

- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these
- Report all accidents, near misses, potential hazards and damage immediately
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after
- Do not interfere with or misuse anything provided for the health and safety of employees
- Do not act in a way that could endanger yourself or others; do not play practical jokes
- Do not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstructions; do not leave things lying around

- Clean up any spilt liquids, tracked in rain etc. immediately
- In the event of you being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; follow guidance and procedures for manual handling. If in doubt please ask for assistance
- Electrical equipment is regularly checked and is normally safe when properly used, but:
 - never touch electrical equipment with wet hands;
 - always disconnect electrical equipment before moving it;
 - never attempt electrical repairs unless authorized;
 - always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc;
 - always switch off equipment if not in use;
- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the delegated person responsible for health and safety. Training in dealing with hazards will be conducted as appropriate

Arrangements for Health and Safety within Wetherby Kensington

1. Training

All members of staff are given training in health and safety in their induction. On joining the school, all employees will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them. Health and safety are both regarded as being of paramount importance and all staff will be required to read the Wetherby Kensington Health and Safety policy and the Alpha Plus Health and Safety policy.

Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety policy or by other means as deemed appropriate. At Wetherby Kensington we have external contractors for cleaning and catering. Kitchen staff are trained by Brookwoods and cleaners are trained by NuServe. It may be necessary at times for kitchen staff to attend training provided by Wetherby Kensington. In all cases the training will be adequate such that, following training; staff will be competent to carry out the tasks for which they have been engaged.

All employees will be informed about and trained in health and safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate.

All pupils will be trained in the fire evacuation procedures through their form teacher and also through regular practices.

2. Outside Play

All staff have a duty rota to ensure that adequate supervision is available at all times during outside play. Staff ensure that pupils have a satisfactory amount of freedom during these times to commensurate with enjoying a healthy and safe environment. If the staff identify an area that has become unsafe, they designate it out of bounds, report it and ensure that it is not used until it is declared safe, following remedial work.

3. Sport

At Wetherby Kensington all sporting activities are organised with the health and safety of the pupils as a priority. This, in conjunction with schemes of work and risk assessments, ensures that all sport activities are organised and controlled correctly. All pupils are expected to do sport unless they have brought in a note or their parents/carers have communicated with the pupil's form teacher to state otherwise. In the event of injury in sport activities, other than minor scrapes and bumps, the pupils' parents will be called. If the injury is serious then an ambulance may need to be called. All relevant paperwork must be completed for all sport injuries.

Wetherby Kensington uses coaches for sports and always ensures that they are fully qualified in their particular discipline before engaging them. Should there be any issues with the coaches the Headmistress and the Head of Sport should be informed.

At school we keep a list of all coach drivers from the coach companies that we use. There is also a list of their DBS numbers and a copy of the coach companies' insurance policy.

4. Hall

The hall is used for gym lessons in Reception and Year 1 as well as other activities. In this situation care is exercised in the selection of activities so that injury from other non sport equipment in the hall is minimised. All equipment in the hall is checked regularly by staff to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced. It is important that shoes used in the hall are clean.

The hall is also used for lunchtime. Before the pupils have their lunch the hall is set up and cutlery laid out. Pupils line up sensibly outside the hall, take their lunch and remain seated unless told otherwise. A table at a time will be called to go and get dessert. The tables are checked before they are used. If there is doubt about the safety of the tables, they will not be used until such time as it has been repaired or replaced.

5. Fire and Emergency Evacuation Procedures

Wetherby Kensington has a full fire procedure in place and all floors display the emergency evacuation route. This includes a primary and a secondary escape route. All fire exits are clearly labeled and fire routes and exits are kept clear. Fire drills are carried out each term and evacuation times are recorded. The logbook for the recording and evaluation of practice drills is kept in the Property Management File in the school office. A full fire alarm system is in place with some areas covered by automatic detectors to ensure early warning at all times. Fire Risk Assessment in line with the Regulatory Reform (Fire Safety) Order 2005 has been carried out for the School.

Please refer to: Fire Safety Policy

6. Fire Prevention Equipment

Arrangements are made for appropriately qualified inspectors to regularly monitor the condition of all fire prevention equipment. This includes regular visual inspection of fire extinguishers and testing of the fire alarm system. This information is kept in the Property Management File that is kept in the school office.

7. Off-site Activities and Educational Visits

For educational visits the following procedure will be observed:

- a) Careful planning of trips with prior visit made by organiser if necessary;
- b) Adequate evaluation of all health and safety factors involved;
- c) Adequate notice given to parents of all facets of the trip

The school always considers the ratio of adults to pupils very carefully. Ratios are used which, in the school's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements;
- b) The expertise of staff accompanying the trip;
- c) Accident and Emergency procedures.

Please refer to: Educational Visits Policy and Educational Visits Policy for EYFS

8. First Aid Procedures

Wetherby Kensington has a first aid policy and all members of staff are qualified first aiders. Some members of staff are paediatric first aiders. Arrangements for first aid for sports are the responsibility of the supervising staff. In the school office and on each floor there are first aid boxes which are checked regularly and a first aid kits are taken to any sporting activity. Biohazard kits are also available on each floor. Should any pupil require first aid they should be taken to the school office. The accident book must be filled in for any injury, however minor, requiring treatment.

- a) Medicines - kept in a locked cabinet and administered as directed.
- b) Medicines folder - detailing what has been given to whom, for the record.

Please refer to: First Aid Policy and the Medication Policy

9. Administration of Medicines

School staff should not administer any medicine, this should only be done by the staff in the school office. In all cases appropriate parental or carer authority is required before office staff will administer any medication. All medicines will be kept in a locked cabinet and administered as directed. The medicine form will be completed detailing what has been given to whom for the record. This will be kept in the medicine folder in the school offices.

Should there be a pupil who suffers from a chronic condition, such as epilepsy, ADD/ADHD or has an allergy and requires an epi-pen staff are authorised to administer this medication. However parental or carer authority is required before staff can administer such medication.

Photographs and names of pupils with allergies are displayed in the kitchen so catering staff know which pupils have dietary requirements. All boys with allergies will wear a lanyard detailing their name, class and allergies during lunch time. These lanyards are

colour coded to a year group and boys who are anaphylactic will wear a red lanyard. All staff will have a list detailing all pupils who have any allergies, dietary requirements and medical needs. A copy of this can also be found on the school server.

Please refer to: First Aid Policy and Medication Policy

10. Accident Recording, Reporting and Investigation

All accidents will be recorded in the accident book. Copies of the accident must be read and signed by the Headmistress. The original copy is kept in the accident folder in the school office and two copies of this are made. One is signed by the parent/carer and then put into the pupil's file and the second one is sent home. The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

11. Reporting Procedures – Accidents and Near Misses

Wetherby Kensington and Alpha Plus work in conjunction with Law at Work when reporting accidents or when seeking advice about accidents. The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 as follows:

a) IMMEDIATE NOTIFICATION TO THE HEALTH AND SAFETY EXECUTIVE BY THE QUICKEST METHOD (TELEPHONE) IF ONE OF THE FOLLOWING OCCUR:

- 1) Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
- 2) Major Injury to Staff, Pupils or Any Other People in an accident on the premises. The Major Injury as listed in the Regulations.
- 3) Dangerous Occurrences listed in the Regulations.

b) Reporting:

- 1) A written report will be sent to the Health and Safety Executive within ten days of any notifiable incident covered by 1, 2 and 3 above.
- 2) A written report will be sent to the Health and Safety Executive within ten days for any other injury which results in Staff being absent from, or unable to do their normal work for more than three days.
- 3) A written report will be sent to the Health and Safety Executive within ten days in the case of ill health listed in the Regulations.

c) Reporting Forms:

- 1) F2508 - for injuries and dangerous occurrences
- 2) F2508A - for diseases

These can be obtained from the HSE website: www.hse.gov.uk

d) Record Keeping:

- 1) A record will be kept of any injury, occurrence or disease requiring report
TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

12. Catering and Cleaning

At Wetherby Kensington catering is carried out by Brookwoods and cleaning in the school is carried out by NuServe. They are responsible for risk assessments, environmental health and other health and safety requirements required for these activities.

13. Control of Vehicles

The school has no vehicles on site at any time. There are traffic volunteers who are parents from each class to help with the build up of cars outside the school. There is a one way route in place to minimise congestion. This has been completed and authorised by Kensington and Chelsea Council.

The following rules must be observed at all times when driving near to the School:

- a) Speed must be kept to a minimum;
- b) Care to be exercised always as there may be children crossing roadways;
- c) Parking only to be carried out in designated areas.

Wetherby Kensington uses coaches to transport pupils to and from sports lessons, fixtures and educational visits. These coaches wait and park in a designated safe area and pupils walk to the coaches. Coaches will also drop off at the same point.

14. Security of Site

The school has taken all reasonable steps to prevent unauthorised entry to its premises. Visitors are required to contact reception via intercom to identify themselves before being permitted to gain access to the school. A badge system is in operation to enable authorised visitors to be easily recognised and staff are required to challenge people who they do not recognise to establish whether or not they should be on the premises. All visitors are required to sign in on entering the building and sign out on leaving.

Closed circuit television is installed on both sites and buildings are protected by intruder alarms. The school is locked at all times during the day and is locked at night. In the school office there is also a panic button.

15. Machinery and Plant

Maintenance on all the school equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The Inspections and Checks are carried out as follows:

- a) Annual Checks on Electrical Equipment.
- b) Annual Service of Fire Extinguishers.
- c) Annual Service of Heating and Ventilating Equipment.
- d) Annual service of Catering Equipment.
- e) Five yearly checks on Fixed Wiring Installations.
- f) Checks on Fire Alarm are under contract (C Fire).

16. Classrooms and General Areas

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The school endeavours to ensure that all areas are in line with the most up to date requirements in the educational sector. Any maintenance problems are reported to the premises manager. The premises manager has a book that is kept in the school office.

17. Other Areas

The school keeps all areas under review to establish whether any action is required to ensure that optimum conditions are maintained.

18. Noise

Due to the size, age of pupils, materials and location the noise levels within the school do not need to be monitored. Where applicable and necessary the school will take the following action in order to minimise its effect:

- 1) Equipment is looked at carefully to establish whether reductions in noise levels can be made.
- 2) Where it is not possible or practical to reduce the noise level reduction in exposure time and the use of hearing protectors will be used.
- 3) Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

19. Waste Disposal

The disposal of normal waste is carried out by Sustainable Waste. This happens every day. At Wetherby Kensington there are no specialist contractors required to dispose of chemicals. Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

20. Personal Protective Equipment (PPE)

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the school will request contractors to bring their own PPE. Due to the size, age of pupils, materials and location of the school it is not necessary for staff to wear PPE. Should PPE be required for an activity then the school will provide when necessary. All staff members are required to wear high visibility jackets when taking the pupils off-site.

21. Hazardous Substances

Wetherby Kensington teaching staff do not use substances deemed necessary for the COSHH register. Should this be the case all staff have been trained in COSHH and the Headmistress will assess this product and complete the register.

Brookwoods and NuServe are external contractors that Wetherby Kensington uses. The catering and cleaning company are responsible for ensuring that any products that they

use have a written COSHH assessment. Copies of these assessments are kept in the Health and Safety file in the school office.

Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSHH Regulations.
- b) Carry out COSHH Assessment having regard to the following points:
 - 1) Prevention or Control - ideally prevention by substitution of a non controlled substance, but if not possible control.
 - 2) Control Measures to be adopted.
 - 3) Maintenance of the Control Measures.
 - 4) Monitor the situation to establish that the measures are effective.
 - 5) Undertake Health Surveillance where relevant.
 - 6) Carry out Instruction and Training to ensure the following are understood:
 - i.) Use of the substances, their handling, storage and disposal
 - ii.) Emergency Procedures
 - iii.) Methods of Control
 - iv.) Use of Personal Protective Equipment
- c) Record all information on relevant assessment form.

This type of assessment would be carried out by the delegated person responsible for health and safety with assistance from other personnel as required.

22. Display Screen Equipment (DSE)

The school, in line with The Display Screen Equipment Regulations 1992, carries out the following procedure where equipment is used that comes under the regulations:

- a) Assess the operator of the display screen equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user' carry out an analysis of the work station to assess risks to health and safety - work station includes display screen equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the health and safety aspects concerned with the use of the work station.

Please refer to Alpha Plus Health and Safety Systems folder for more information

23. Risk Assessments

Risk assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999. The Assessment will establish the following:

- a) The hazards associated with a particular activity.
- b) The potential frequency and severity of an accident.
- c) The control measures being employed to minimise the risk of an accident occurring.
- d) Any further action to be taken to adequately control the hazard.

The risk assessments will be carried out by the person responsible for health and safety or school staff as appropriate and will be reviewed annually.

Please refer to Alpha Plus Health and Safety Systems folder and Wetherby Kensington Risk Assessment policy for more information

24. Hot Drinks

Staff should ensure that they only transport hot drinks around the school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. There should be no hot drinks in the classroom when pupils are in there.

25. Movement Around School

Pupils should walk around the school in single file and stand in single file when waiting. When walking up and down the stairs pupils should keep to their left, holding the handrail where possible.

26. Manual Handling

The school is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- a) Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- b) Where activities involving risk cannot be avoided they will be subject to an assessment.
- c) The risk of injury will be reduced as far as reasonably possible:
 - i.) assistance from other personnel
 - ii.) use of sack barrows or other similar equipment etc

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object. All staff are trained in manual handling.

27. Pregnant Workers and Nursing Mothers

A risk assessment will be carried out and appropriate action will be taken to ensure she is not exposed to any significant risks, when necessary. This will be reviewed every

trimester. Pregnant and nursing mothers are recommended to inform the Headmistress of any changes to their condition. The Headmistress will provide the necessary adjustments.

28. Working at Height

The school is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005. The regulations apply to all work at height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment. In order to ensure that the school complies with these regulations, the following will be taken into account:

- a) Working at height will be properly planned and organised.
- b) Those involved in work at height will be properly trained and competent.
- c) A risk assessment will be carried out to establish the correct access equipment.
- d) Equipment for Work at Height will be properly inspected and maintained. In addition, risks due to work on or near fragile surfaces will be properly controlled.

The school will further comply with the work at height regulations by taking account of the following:

- a) Avoiding work at height if reasonable to do so.
- b) Using work equipment or other measures to prevent falls where work at height cannot be avoided.
- c) Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

Please refer to Alpha Plus Health and Safety Systems on the portal for further information

29. Control of Contractors

Please refer to Alpha Plus Health and Safety Systems on the portal for further information

30. Construction (Design and Management) Regulations 2007 (CDM)

Please refer to Alpha Plus Health and Safety Systems on the portal for further information

31. Consultation with Employees

The School is aware of its obligations under The Health and Safety (Consultation with Employees) Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- a) Any changes which substantially affect their Health and Safety at work changes in procedures, equipment or ways of working etc.
- b) Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- c) Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.

- d) The planning of Health and Safety training.
- e) The Health and Safety consequences of introducing new technology.

The school adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the school may consult by way of the Safety Committee if deemed appropriate.

32. Violence to Staff

The school is aware of its responsibilities with respect to protecting its staff from acts of violence either from pupils, parents or any other visitor on the school's premises. In order to address this, the school has devised a Policy for Violence to Staff which covers the main issues that are likely to be encountered. Generally the School does not have a problem with violence but should the situation change consideration will be given to training staff as appropriate in the correct way to react to such situations.

33. Stress

The school is aware of the potential for stress to affect staff and has a policy to address this issue. This can be found on the portal.

As part of a proactive approach, the policy has the following sections:

- a) General Position
- b) Recognising Stress
- c) Causes of Stress
- d) Strategy for dealing with Stress

The policy considers the effects of stress on staff and ways of ameliorating the situation.

Employee Assistance Programme (EAP)

Alpha Plus have put in place an Employee Assistance Programme which is available to all employees.

The EAP offers cover for employees and their immediate family members who reside at the same address, including children in full-time education. The service provides access to:

- Stress helpline
- Structured telephone counselling
- Referral to face to face counselling
- Referral to serious illness and accident support
- Tax advice
- Legal advice (*the EAP will not provide employment law advice*)
- Eldercare
- Childcare
- Medical information

The services can be accessed via www.healthassuredeap.co.uk

34. Occupational Health

It is the school's policy to protect its employees as far as practicable from any health risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the school's needs
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupationally induced health problems with a view to improving employee health and performance
- Providing an efficient first aid service
- Ensuring that occupational health provisions are within, and assist, school health and safety policies and that they comply with all relevant legal and statutory obligations

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service/General Practitioner.

35. Dealing with a Health and Safety Emergency

The school is aware that an unexpected health and safety emergency can cause major disruption to its activities and can also affect the school's image and standing within the community if the situation is not handled in an appropriate way. In order to meet this potential eventuality and to ensure that the school and its staff are as prepared as it is possible to be, the school has devised a Crisis Management and Emergency Evacuation procedures. This details actions that various members of staff need to take to ensure that the emergency is dealt with in an appropriate and professional way in order to allow things to return to normal as soon as possible. Wetherby Kensington also has a Business Continuity Plan which is reviewed annually.

Please refer to: Crisis Management and Emergency Procedures

36. Monitoring and Reviewing the Health and Safety Policy

The Health and Safety Policy will be monitored on an on going basis by the health and safety committee.

37. Smoking

This is a non smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Smoking on both sites is against the code of conduct.

38. Electrical Safety

Wetherby Kensington has current electrical installation certificates and regular portable electrical testing is carried out on all electrical equipment. All electrical equipment in classrooms e.g. computers, projectors, printers, etc. and in the kitchen are switched off at the end of the day. In all rooms in the school the lighting has protection.

39. Alcohol and Drugs

Wetherby Kensington recognises that the provision of a safe and healthy working environment may be affected by those who misuse alcohol and drugs and this may affect their performance, conduct and relationships at work. Against this background the organisation will promote the health and wellbeing of employees to minimise problems at work arising from the effect of alcohol or drugs.

40. External Advisors for Health and Safety

At Wetherby Kensington external consultants are used to monitor certain aspects of health and safety within the school. Law at Work are a point of contact should there be any advice needed on health and safety. The following external consultants are used:

- structural surveyors are retained to give advice on the external fabric of the school;
- engineers monitor and service the school's plant, equipment;
- all gym equipment, where necessary, is serviced;
- the Environmental Health Officer comes into the school to inspect the catering and cleaning of the premises. This is organised by the Catering Manager;
- pest control companies will inspect and organise pest control within the school every four to six weeks;
- professional fire safety assessment is undertaken annually
- in addition to weekly fire alarm tests, the alarm system, together with smoke detectors, emergency lighting, extinguishers are tested annually by a qualified contractor;
- an external legionella risk assessment is carried out. This is checked monthly;
- the school maintains an asbestos register and the Headmistress/school secretary/Premises manager are responsible for ensuring this is kept up to date. An asbestos check is carried out before any major work takes place;
- Qualified electrical engineers will inspect and maintain electrical installations within the school. There are current electrical test certificates for all areas of the school. NICEIC qualified electrical engineers are used to maintain and inspect electrical installations all of which are RCB protected and meet the requirements of BS 7671 IEE wiring regulations;
- All work on gas boilers and appliances are carried out by registered Gas Safe Engineers;
- All lighting protection and earthing conforms to BS 6651-1999 or BS EN 62305. It is tested annually by a specialist contractor;
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction Design Management (CDM) Regulations 1994 whenever major work is undertaken.

41. Monitoring, Audit and Review of Health and Safety

Regular and systematic inspections will be carried out to ensure that the requirements of Wetherby Kensington's Health and Safety Policy are being met; this will be achieved by carrying out a General Risk and Compliance Audit. Law at Work's Health and Safety Managers will carry out the audit.

All staff are aware that they have a duty of care to report immediately any defect or safety concern of which they become aware. Alpha Plus will review their safety

performance on a regular basis and draw upon all available information to establish plans for on-going legislative compliance and improved health and safety risk control.

Any changes to the Alpha Plus Health and Safety Policy will be cross referenced with Wetherby Kensington's Health and Safety Policy and any necessary changes made.

42. The Prevent Duty

As part of Wetherby Kensington's ongoing safeguarding and child protection duties, we are fully behind the Government's Prevent Duty. Please refer to our Safeguarding Policy for further information.

43. Spiritual, Moral, Social and Cultural Education

We recognise that the spiritual, moral, social and cultural, (SMSC) element of pupils' education is crucial to their development as individuals, allowing them to take their rightful place in their community as local, national and global citizens. SMSC is about the values students are encouraged to hold and their attitude towards learning, knowledge and society. Through 'SMSC' we seek to develop attitudes and values that will enable students to become responsible and active members of society. We are committed to the SMSC development of all students at Wetherby Kensington.

44. Fundamental British Values

The DfE have recently reinforced the need 'to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.'

The Government set out its definition of British values in the 2011 Prevent Strategy and these values are revised when necessary. At Wetherby Kensington these values are reinforced regularly across all areas of the curriculum and the day to day life of the school. Please refer to the document: Promoting Fundamental British Values at Wetherby Kensington.

This policy will be reviewed annually