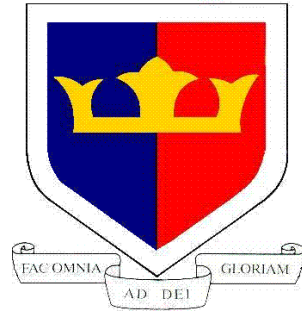




Kingsdale Foundation School Health and Safety Policy

2026-27

Kingsdale Foundation School statement of intent

Kingsdale Foundation School is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school very seriously and use this policy, in line with our **risk assessment documents** and in accordance with the 1974 Health and Safety Act, to maintain the highest possible level of health and safety around the school.

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

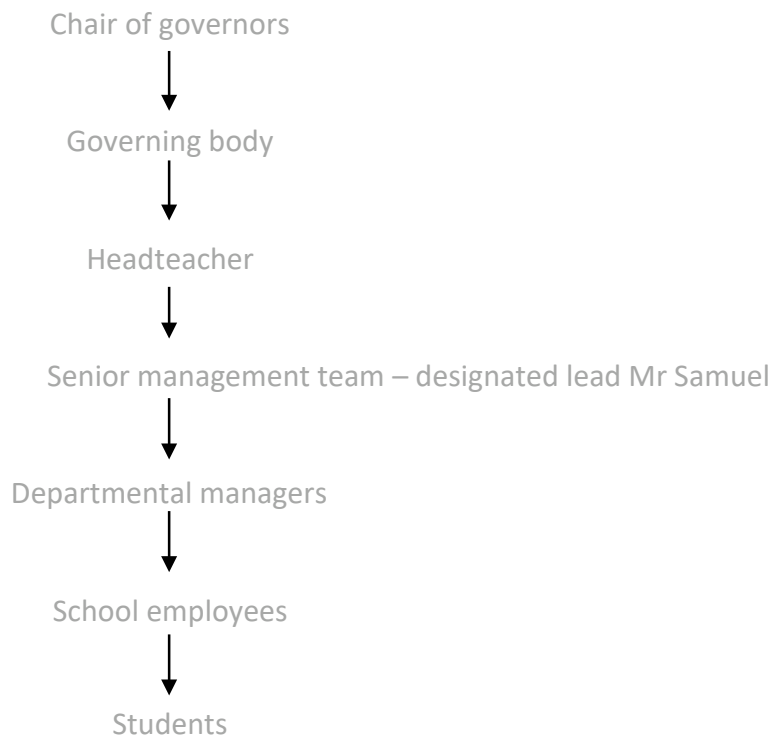
All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, students and members of the public.

Risk assessment documentation referred to in this policy can located in the Appendix to this document or in hard copy format from the school Premises Office. All documentation can also be located on Teams. Copies of all documents are also available from the designated senior manager for Health and Safety, who is Mr Samuel.

1. Roles and responsibility

The importance of good health and safety practice is promoted throughout the school, but members of school staff, the senior leadership team and the governing body carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures. Each faculty director remains responsible for the monitoring and operation of day to day health and safety in their curriculum area/s, overseen by the designated senior manager Mr Samuel.

***Kingsdale Foundation School's* health and safety organisational structure**



Role of the chair of the governing body

The Chair of the Governing Body recognises that it is their ultimate responsibility to provide the safest school environment as is reasonably practicable. They will do this by ensuring that:

- the school fulfils its legal health and safety obligations to provide a safe environment for all stakeholders.
- the school health and safety policy and management structure for the implementation of health and safety is being implemented, is effective and is reviewed periodically.
- risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place to identify real or potential hazards and identify risk control measures.
- the importance of good health and safety practice is promoted throughout school to all staff, pupils, parents, volunteers, contractors and any other visitors.

- adequate information, instruction, training, supervision and equipment are provided to stakeholders as appropriate.
- school premises and equipment are regularly assessed and reviewed in line with health and safety regulations.
- one member of the governing body is nominated to act as the representative for health and safety management.

The chair is supported by the governing body who will ensure that:

- there is the appropriate budget allocation to the school's health and safety provision.
- the importance of good health and safety is communicated to school staff and carefully monitored.
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.
- the health and safety action plan is provided, reviewed and approved at least annually.

Headteacher

The headteacher takes the responsibility of:

- the overall day to day running of the school and the implementation of the Health and Safety policy.
- allocating a key senior manager to co-ordinate the operation of the Health and Safety policy on a day to day basis and formulate the school's ongoing response to legal and national changes. This person is Mr Samuel.
- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site.
- liaising with the health and safety representative of the governing body to inform that person of any health and safety issues or risks that arise.
- ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates.
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies.
- ensuring that the governing body is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision.
- ensuring that adequate funding is allocated to individual departments for their health and safety requirements.
- ensuring that all staff, students and volunteers are aware of their health and safety obligations to one another.
- ensuring that regular practice fire drills are undertaken.
- ensuring that the health and safety action planned is provided, reviewed and approved at least annually.

Members of the senior management team

The allocated member of the senior management team delegated day to day management of health and safety arrangements is Mr A Samuel.

The designated senior manager and the senior management team take the responsibility of:

- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school.
- ensuring that part of the organisation of any school activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider school policy.
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety.
- provision of the health and safety action plan.
- ensuring that all the relevant checks are undertaken on the equipment and competency of contractors that come in to the school.
- ensuring that all staff and students are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing.
- managing their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department.

Directors, Middle managers, including heads of department and pastoral managers

Middle managers in the school take the responsibility of:

- assessing and implementing required health and safety provision as is implicated by risk assessments carried out for each activity undertaken by staff within their department/year team.
- ensuring that all students, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures.
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities.
- ensuring that correct procedures are undertaken in relation to accident reporting, first aid, fire safety and any other incidents that may occur during the course of a school activity.

The following details relate to health and safety duties within specific curriculum areas:

Physical Education (PE) – PE managers are responsible for the production of risk assessment documentation as well as the monitoring and implementation of health and safety requirements relating to PE and fitness equipment, e.g. in the sports hall & fitness studio.

Design Technology (DT) – DT managers are responsible for the production of risk assessment documentation, as well as the monitoring and implementation of health and safety requirements relating to DT machinery and equipment, e.g. laser cutter, box cutter etc.

Science - Science managers are responsible for the production of risk assessment documentation, as well as the monitoring and implementation of health and safety requirements relating to the storage and use of substances which carry risk, e.g. chemicals and radioactive substances. Science managers must also ensure that COSHH requirements are fulfilled. The Senior Science technician should be trained in CLEAPSS procedures and protocols and should ensure the adherence of mandatory regulations.

Information, Communication Technology and Computing – ICT/Computing managers are responsible for the production of risk assessment documentation, as well as the monitoring and implementation of health and safety requirements relating to the safe use of VDUs and computer screens in line with published guidance.

Employees

Employees of the school, whether they are fixed term, contract, agency or permanent take the responsibility of:

- ensuring that they are familiar and up to date with the school's health and safety policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the students taking part in the activity are sure of their own health and safety responsibilities
- co-operating fully with their employer (Kingsdale Foundation School) to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

Smoking

In accordance with the law, smoking is prohibited in and around the school site. This legal requirement applies to all stakeholders. Kingsdale Foundation School will ensure that no smoking signs are clearly displayed across the site, including at entrances and boundary points.

It is the policy of the Governing Body that the possession and use of e-cigarettes are not permitted in or around the school site. This requirement applies to all stakeholders.

The school code of professional conduct for staff makes clear the expectation that appropriate attire should be worn by all staff in line with the high standards of presentation expected at the school. This attire should be neat, clean and modest at all times. Similarly appropriate footwear should be worn by staff when on-site. Staff are asked to note, specifically, that high heels increase the risk of personal injury in some areas e.g. walkways and are strongly discouraged.

Students

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that students understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, students take the responsibility of:

- listening to and following instructions from staff.
- ensuring that their actions are safe for themselves and will not harm others in any way.
- being sensible around the school site and when using any equipment.
- being sensible and safe when making their way to and from the school site.
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the school code of conduct.

Students that are found to be a risk to health and safety may not be allowed to partake in certain school activities, and may be dealt with under the school's behaviour policy if the circumstances require it. We expect students to follow the school code of conduct, as this helps maintain good health and safety around the school. This can be found in the school behaviour policy and section 2 of this policy.

The code of conduct for students reinforces the school's focus on the following key messages for students relating to health and safety:

- No running in and around the school site.
- Walking on the left.
- Conforming with the school uniform policy, particularly in relation to appropriate and permissible footwear.
- Conforming with the school no touching practice.
- Acting in a safe fashion when travelling to and from the school site.

The statement of principles from the Governing Body regarding behaviour and the school's behaviour policy is published on the school website and the school intranet for staff. Hard copies are available from the main school office on request.

General arrangements to establish, monitor, and review measures needed to meet satisfactory health and safety standards

2.1 Introduction

The school implements specific arrangements for health and safety provision in relation to different departments and their health and safety needs. However, there are some general procedures in place that form the basis of good practice within the school and apply across all areas. These are listed below:

2.2 Safe behaviour and school code of conduct

The school is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Full details are provided in the school behaviour policy.

Substance misuse can be a great risk to personal and whole school health and safety, and the school takes its policy against drugs and alcohol very seriously.

Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs. Further information may be located in the school drug's policy.

- **Prescription drugs**
Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.
- **Non-prescription drugs**
- Some over the counter drugs can be harmful if misused. We advise that students should not carry these in school. (Pupils can store medicine in the Pupils Support Office)
- **Medication**
- We are aware that it may be necessary for some students to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication. Please see Section 2.18 for further information on the arrangements for students with medical conditions who require medication in school.

Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded.

All of these rules also apply when travelling to and from school.

Challenging behaviour

Abusive or challenging behaviour is a great risk to personal and whole school health and safety and the school will not tolerate abusive behaviour by students, staff, or visitors to the school. This includes parents. The school policy for dealing with challenging behaviour, regulating off-site behaviour, exclusions, and bullying are laid out in our behaviour policy.

Kingsdale Foundation School maintains that our stakeholders, including students, parents, staff, governors and visitors, have a right to be heard, understood and respected.

Occasionally, certain actions by people using our services can make it very difficult for us to deal with their enquiry or concern.

In a small number of cases the actions of some individuals become unacceptable because they involve abuse of our staff or our processes. When this happens we have to take appropriate steps. We have to consider whether the action impacts on our ability to do our work and to provide a service to others.

People may act out of character in times of trouble or distress. We do not view an action as unacceptable, just because a person is forceful or determined. However, we do consider actions that result in unreasonable demands on our staff to be unacceptable. Where these actions arise from students, they are dealt with under the terms of the school behaviour policy.

There is a range of actions we consider to be unacceptable. These include but are not limited to:

- Aggressive or abusive behaviour;
- Unreasonable demands;
- Unreasonable levels of contact.

Kingsdale Foundation School reserve the right to refuse admission to the school site, to any adult individuals who may act or who have acted in an aggressive, abusive or unreasonable fashion as described in this policy. In addition the school reserves the right to report any such instances to the Police.

2.3 Maintenance of safety records

Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the school's safety records and notes who is responsible for maintaining them.

Health and safety file

The school's health and safety file should be readily available for inspection. A hard copy of all health and safety records should be printed out for the file, and backed up with an

electronic copy. The file should serve as the central health and safety record for the school. The file will be held and maintained by the designated senior manager Mr Samuel. Details of the following will be kept in the file:

- A current list of names of individuals with key health and safety roles – e.g., Area Health & Safety Coordinator, risk assessors, DSE assessors, first aiders (include date certificates expire), fire evacuation officers.
- A copy of the school statement of intent and projected date for review.
- A register of risk assessments completed for the school / departments
- Copies of risk assessments including but not limited to (where applicable):
 - General risk assessments.
 - COSHH assessments.
 - Display screen equipment workstation assessments;
 - Fire risk assessments.
 - Manual handling operations.
 - Machinery / equipment.
 - Lifting equipment and lifting operations.
 - Lone working.
 - Risk of violence and aggression.
 - Student supervision forms (if used).
 - Work in confined spaces, work at height, etc.
- Completed accident records sheets [removed from the Accident Book]
- Copies of any accident report form sent to Health and Safety Services, plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident.
- Details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such an inspections.
- Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
- Other equipment maintenance and service records.
- Fire drill records – dates and performance [clearance time; details of any problems, etc.]
- Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training.
- Copies of completed health and safety induction checklists (for new staff).
- Copies of annual health and safety audit checklists and action plans.
- Minutes of meetings relating to Health and Safety, including those of the established health and safety committee.
- Copies of memos and reports received following visits from Health & Safety Services staff.

The school keeps records of health and safety incidents for 7 years. The school examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

2.4 Safety review, monitoring, and evaluation procedure

The school's health and safety monitoring will be undertaken by the designated senior member of staff Mr Samuel. This policy and the health and safety file will be reviewed by the headteacher and the governing body due to triggers including, but not limited to:

- changes in key personnel.
- changes to the structure of the school's organisation.
- the introduction of new processes.
- any change in premises or the specific use of part of the premises
- changes in legislation.
- following the findings from an accident investigation (internal and/or external) or following a civil claim.
- following consultation with employees .
- following any enforcement action, i.e., by the HSE or local authority.

Provision will be evaluated and changes for improvement made when and where there is a need for it.

It is important that the school monitors safe systems of work on a day to day basis in areas such as:

- kitchens
- cleaning cupboards and staffrooms
- laboratories
- design technology studios

2.5 Accidents

Procedure and reporting

In the event of an accident taking place either at school, or off-site on a school organised activity, the senior relevant senior member of staff must be contacted and a first aider called as require. On school premises, this may mean reporting to the pupil support or main school office. A first aider should make an assessment of the injury as soon as possible. A rota of available first aiders will be published and available.

If an ambulance is required, it will be ordered by the pupil support officer/designated duty senior manager unless emergency medical assistance is required, in which case any member of staff can call an ambulance from the nearest phone.

Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a student. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian.** If a student needs to be taken to hospital, and a parent or guardian is not

immediately available, a member of school staff will accompany the student to hospital and wait for the parent to arrive.

Pupils will only be sent home if there is a parent or guardian available to be with them there and once permission has been obtained from the parent or guardian. If they have suffered injury or are unwell, they will be kept in the school pupil support office until they can be collected.

Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for students to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in school will be recorded. Please see section 2.18 below for information on how the school supports students with medical conditions.

The school has arranged for three automatic defibrillator units for use in emergency situations. These are located in the main school office, the sports hall and in the pupil support office. Designated first aiders will receive training in the use of these devices, although detailed instruction cards are located with the units to allow for use in an emergency situation.

Recording an accident

The school has accident forms which are stored in the school office, premises officer and the kitchen. All accidents involving children and staff are logged on Evolve our H&S reporting system. All members of staff supervising at the time of the incident should make a separate report. What happened, actions taken, injuries, and first aid administered should all be recorded.

Serious incidents will also be recorded, and reviewed by senior leaders. The governing body will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior management team meetings to determine whether there are any accident trends that could be avoided.

Investigation

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- 'major injuries' in respect of employees or students
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of students and employees who are injured out of or in connection with work activities'.

Senior managers or governing bodies may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

The school will meet its statutory reporting duties in cases of serious or industrial accident.

2.6 Lone workers

Staff

There will be some situations where staff at the school will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

Staff are reminded that procedures exist that must be followed for staff to obtain authorisation to enter or remain on the school site outside of normal operating hours. School staff who wish to enter the school site before 7am or remain on the site after 7pm, must have requested and received written permission from a Deputy Headteacher. Where written authorisation has been provided, staff must also ensure that they have registered their attendance on site with the premises office and are able to communicate with school security in an emergency. Staff should not routinely work in school outbuildings alone after 7pm, even where authorisation has been obtained to remain on site outside normal hours.

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

Risk of violence

Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.

- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

Communication

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or be near to a school telephone at all times when lone working.

- Let someone know they are coming into work, how long they expect to be and when they are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that they are cleared to leave the site in the event of an incident.

First aid

For those working on our premises, first aid kits can be found in all departmental offices, the premises office, the main school office and reception. A full list of locations of first aid kits can be found in Appendix B below.

Defibrillators

The school has purchased three automatic defibrillator units for use in emergency situations. These are located in the main school office, the sports hall and in the pupil support office. Designated first aiders will receive training in the use of these devices, although detailed instruction cards are located with the units to allow for use in an emergency situation.

Emergency procedures

In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the designated senior manager, premises office or the emergency services.

Infectious Disease Protocols (Eg COVID 19)

As a school we will follow all Dfe, PHE and government guidelines with regards to infection control. We also have our own protocol should such outbreaks like covid happen again in the future. We have sanitization protocols and can operate a school within the guidelines of any restrictions. See Risk Assessments held of Teams as examples.

Access and egress

Staff are required to consider weather conditions before coming into and while at work.

Incidents and alarm calls outside of school hours

Kingsdale Foundation School operates 24 hour site security. Staff will therefore be on hand to deal with eventualities. A designated senior manager/key holder will be available at all times to respond to urgent or serious issues that have been reported.

What to take

- Identification of who you are, for example an employee badge; this helps if police do attend the scene or are later called to the scene.
- A torch of a reasonable size and power.

Unacceptable lone worker activities

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.

The school code of professional conduct sets out the procedures for staff transporting students in a vehicle.

One-to-one lessons

It may be that a member of staff is working alone with a pupil; for example, in a one-to-one music lesson. It is important in this instance that the health and safety of both parties is taken into consideration, as is their emotional wellbeing and comfort in the situation.

Further information on safeguarding expectations regarding one-to-one lessons is located in the staff code of professional conduct and safeguarding policy.

Staff who are involved in one-to-one working, wherever possible, should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building, and leave the door open if possible so you and the student can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and student are visible through a window or door panel.
- Where staff have authorisation to transport a student or students in a vehicle, the students should travel in the back and the driver must have the appropriate insurance. As a general rule, wherever possible, staff should not travel alone with a student and must have received the appropriate authorisation, including from a parent/guardian, prior to the journey.

It is especially important to ensure that the student feels at ease at all times and that they do not misconstrue actions or intentions.

- Make sure the student is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior management team immediately or the school safeguarding lead in line with published protocols.

Further information about school safeguarding provision is available in the school

safeguarding policy.

Students

Students must follow the following guidelines related to lone working in school:

- No student is permitted to enter a classroom without the presence of an appropriate member of staff, e.g. class teacher, TA etc.
- No student is permitted to work unsupervised in communal areas, including outside offices were unsupervised.
- Where students are requested to stay late on the school site, i.e. after the end of the school day for revision classes etc, appropriate parental authorisation must be sought and given.
- Students will be supervised in communal areas at the start and end of the school day in line with published supervision rotas.
- On hearing the fire alarm pupils must evacuate the building and assemble at the fire point, until the all clear is given.

2.7 Building and site maintenance

The headteacher is responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community. This function is delegated on a day to day basis to the senior managers responsible for health and safety and premises, along with the premises manager.

The school will appoint a named person to be responsible for reporting any health and safety concerns relating to the school premises. This person is Mr Samuel. He will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form **(see section 3)**.

2.8 Environmental statement

Kingsdale Foundation School recognises that it has a responsibility to educate students about caring for the environment and the world we live in. The best way to do this is to instil good practice in our students through example. We aim to do this by:

- reducing our use of natural resources;
- supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials;
- minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations;
- promoting recycling around the school with the use of recycling bins, supported through the curriculum and in classrooms
- taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided; and
- restoring the environment where possible.

The school will carry out environmental impact assessments to regulate the impact of school activities on the environment.

2.9 Fire safety and evacuation procedures

The school carries out whole school fire drills at least twice a term. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site, and available on the school website.

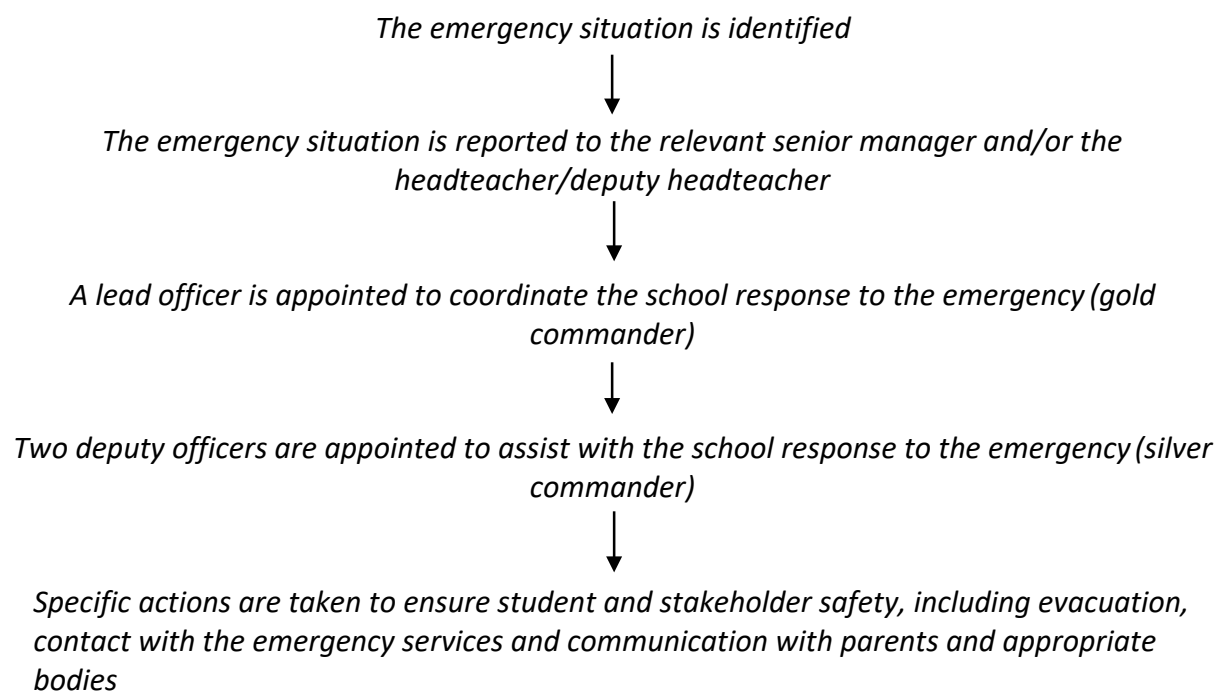
Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded. The fire alarm system is tested each day using a different call point on a rotational basis. The fire alarm is maintained and tested on a rolling basis by an authorised external provider.

The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

2.10 Emergency procedures

In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the school will carry out the emergency procedures as described below.

The outline for action in an emergency is as follows and is based on advice provided by the emergency services.



In the event of a whole school evacuation being required and a danger being identified in the normal evacuation location, i.e. the playground areas, students will evacuate and

assemble as follows:

- Mary Datchelor Sports Fields

Emergency communications

There are a number of mechanisms in place to ensure that parents, staff, and students can be made aware of an emergency situation and remain informed. In the event of an emergency, a broadcast text will be sent to the key named priority contact for each affected student, communicating the nature of the issue and the school's response. Information will also be displayed on the school website as appropriate.

We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency.

i) How the school communicates with students during an emergency

The school will communicate with students in an emergency situation through the use of the school tannoy, messages delivered by class teachers and group gatherings, e.g. assemblies. In the event that a school evacuation is required, this will be indicated through the use of the school fire alarm.

ii) How the school communicates with parents/families/carers during an emergency

A broadcast text message will be sent to the priority named contact for each student. This will provide relevant information and advise on the school's initial response. Further messages will be sent as required. Information will also be posted on the school website as required.

The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy is designed with this in mind.

2.11 Health and safety training

Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all employees and students to do the same. Training is part of induction for all employees, whether they are on fixed term, permanent or agency contracts. Visitors and volunteers are also responsible for contributing to safe practice around school. We use Judicium training modules for Manual Handling, Working at Height, Basic H&S, Basic Fire Safety, Fire warden training and school trip training.

Specific training in relation to use of equipment or substances may be given to staff and students relating to which department they will be working in. Employees and students who are not specifically trained for specialist equipment are not permitted to use it. **More information on specific training for individual school departments can be found in**

department's health and safety folders. These folders are held by each director.

The school welcome pack, issued to all staff and visitors to the school contains specific information relating to the health and safety, as well as a copy of the health and safety policy.

2.12 Workplace safety

The school will ensure that the school environment and workplace is safe for students, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Information on health and safety in each department can be found in the departments health and safety file maintained by each Director. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

Display Screen Equipment (DSE)

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

The school adapts the following precautions to ensure a safe system of work for any staff, students, volunteers and visitors to the school:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Furniture and equipment are regularly tested and checked to ensure that they are functioning correctly. An example of this would be checking that the chair provides adequate support for the back.
- Staff and students are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
- Furniture and equipment is adjusted to each individual so as to ensure maximum comfort when working.
- Regular breaks are taken when working with DSE.

- The school encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

The school promotes good DSE health and safety by encouraging students to use the checklist below when using such equipment, and by displaying this checklist around school and in classrooms where DSE is in use.

Workstation	✓ Adjust screen height to suit seating height – generally eyes level with top of screen. ✓ If a significant amount of your work involves copying from documents then use a flexible document holder at the same height as screen. ✓ Keep an organised work surface to facilitate workflow. ✓ Avoid clutter under the workstation. ✓ Ensure an appropriate mobile, stable and five star base chair. ✓ Seat back, arm rests and back rest to be height adjustable. ✓ 2-3" of space in front of the keyboard ✓ Be familiar with software in order to customise screen colours, etc.
Environment	✓ Adjust screen to reduce reflection and glare. ✓ Clean screen and equipment regularly. ✓ Ideally sit sideways to windows. ✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards. ✓ Avoid excessive noise and uncomfortable temperatures.
Healthcare	✓ Carry out exercise programme on a regular basis plus specific movements throughout the day. ✓ Rest eyes during work break and carry out eye care exercises. ✓ Have eyes tested regularly. ✓ Report any health related symptoms that concern you.

Job Design	✓ Break up work with informal postures and different tasks. ✓ Combine different work tasks. ✓ Take regular breaks away from screen. ✓ Ensure you have training in software and in know how to set up a safe workstation.
Posture	✓ Adjust seat height to ensure thighs and forearms are horizontal. ✓ Desk just below elbow height. ✓ Align hands with forearms. Minimal deviation of wrists. ✓ Adjust your backrest to support the lower back. ✓ Sit right back in the chair to maintain good lumbar support. ✓ Keep head in natural upright position. ✓ Do not slouch. Maintain upright position. ✓ Head, neck, shoulders and hips to be in alignment. ✓ Use a footrest if feet do not touch the floor. ✓ Rest arms and hands whenever routine allows. ✓ Space under desk for postural change, no obstacles ✓ Top of screen at eye level.

Manual Handling

The school operates in accordance with the *Manual Handling Operations Regulations* (1992). 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury. All staff are trained in manual handling.

Risk assessments are carried out by the designated senior manager, Mr Samuel and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the

workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The school expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

Machine maintenance

The school operates in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools is:

- **suitable** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The school ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate '**hardware**' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and

- takes appropriate **‘software’ measures** such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

2.13 Control of substances hazardous to health (COSHH)

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept *[explain where]*. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict ‘off-limits’ policy for students. Students will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the science classrooms are under the responsibility of the science department manager. For more information on the control of these substances please see the supporting science department health and safety document, which can be found in the school health and safety file maintained by Mr Samuel.

2.14 Occupational health services and managing work-related stress

Kingsdale Foundation School takes the health and wellbeing of all its staff and pupils very seriously, and acknowledges that in a busy and hard working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them. The school provides a school counsellor for staff and students who is available on request. Please refer to the school sickness and absence management policy for further information.

2.15 Policy and procedures for off-site visits

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the governing body will ensure that:

- the objective of the visit is clear.
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable.
- they are informed well in advance about less routine visits.
- the group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy (and with that of the LA, if appropriate).
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils.
- it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate.
- a sufficient level of insurance is in place.
- the group leader reports back after the visit.

Please refer to the school trips policy for detailed information and proformas relating to:

- responsibilities for off-site visits.
- parental consent.
- transport.
- supervision.
- emergencies.
- adventure activities.
- work experience placements.
- work experience health and safety.
- off-site risk assessments.

2.16 Selecting and managing contractors

It is vital that any company or persons invited into the school under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible, and is aware of our school policy and procedures.

It is the school's responsibility to select and oversee the management of contractors.

For information on safeguarding pupils against visitors or contractors to the school, please read our school child protection and safeguarding policy.

2.17 Security

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

Staff, students and visitors to the school are advised that CCTV is in operation across the school site. Kingsdale Foundation School is the data controller for this CCTV system and oversees the collection and storage of electronic images.

The school operates a secure site operated by a key fob system. Staff are identified by identity badges which must be worn at all times. All staff have a duty to challenge any individual on site who they do not recognise as being a member of the school staff or student body.

Staff are required to sign in and out of the school site using their school identity badge or the official signing in and out sheet. Visitors to the school site are required to use the signing in and out book located in reception areas.

The school reminds all staff, students and visitors of the need to ensure that they are not followed when entering doors into a secure area. In the event of an intruder being identified on the school site, this must be reported immediately to a senior member of staff, the school office or a member of the premises team.

2.18 Supporting students at school with medical conditions

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of schools to make arrangements for supporting students at their schools with medical conditions. The guidance sets out the following duties:

- Students at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly supported.

Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply.

The governing body of Kingsdale Foundation School recognise that all students have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well. There is also a recognition that medical conditions may impact social and emotional development as well as having educational implications. Kingsdale Foundation School will build relationships with healthcare professionals and other agencies and in order to support effectively pupils with a medical condition.

Roles and responsibilities

The Named Person responsible for children with medical conditions is Mr RBrooks (SENCO).

This person is responsible for:

- Informing relevant staff, including temporary staff, of medical conditions and ensuring that an appropriate entry is made in the school health and safety student file and on the SIMS system.
- Arranging training for identified staff.
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information.
- Assisting with risk assessment for school visits and other activities outside of the normal timetable.
- Developing, monitoring and reviewing Individual Healthcare Plans.
- Working together with parents, pupils, healthcare professionals and other agencies.
- Informing parents or guardians when medicines required by a student may be low or need replacing.
- Ensuring the safe disposal of any unused medicines or medicines no longer required.

The Governing Body is responsible for:

- Determining the school's general policy and ensuring that arrangements are in place to support children with medical conditions.

The Key Health and Safety Manager has delegated responsibility for:

- Overseeing the management and provision of support for children with medical conditions.
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover.
- Ensuring that school staff are appropriately insured and are aware that they are insured.

Teachers and Support Staff are responsible for:

- The day to day management of the medical conditions of children they work with.
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance

Please note that any member of staff may be asked to provide support to a child with a medical condition, including the administering of medicines. However, no member of staff can be required to provide this support.

Health care professionals, including the LA school nurse is responsible for:

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts at our school. Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training.

The procedure when notification is received that a pupil has a condition

The named person will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child. Where appropriate, an Individual Healthcare Plan will be drawn up. Appendix A outlines the process for developing individual healthcare plans.

In line with DfE guidance, the school does not have to wait for a formal diagnosis before support is provided for a pupil. The school will consult with medical professionals and parents to determine appropriate levels of support for a pupil where a diagnosis is partial or unclear.

The named person will ensure that any resources, including training for staff, required to support a pupil with a medical condition are identified and provided as appropriate and in line with school procedures.

Individual healthcare plans (IHCPs)

The named person is responsible for the development of IHCPs for students with medical conditions. It is recognised that IHCPs should be drawn up in partnership between the school and parents, as well as relevant healthcare professionals and the pupil themselves.

An ICHP will be written for pupils with a medical condition that is long term and complex. It will clarify what needs to be done, when and by whom and include information:

- The pupils's medical condition (including triggers, signs, symptoms and treatments)
- The individual pupil's needs, including medication, time, facilities, equipment, testing, access to food and drink (where used to manage the medical condition), dietary requirements and environmental issues.
- Specific support for the educational, social and emotional needs of the student, including absence management and examination access arrangements.
- The level of support needed and emergency procedures. The arrangements for pupil self medication must be made clear (where applicable). Emergency procedures should include who to contact, how and contingency plans.

- Who will provide this support, training requirements for the person/people and confirmation of proficiency for the role. Arrangements for cover when lead staff are absent should also be documented.
- Which members of the school community need to be advised of a pupil's medical condition and confidentiality considerations.
- Arrangements for written permission from parents and the headteacher or delegated representative, to be administered by a member of staff or being self-administered by the pupil during school hours.
- Separate arrangements for school trips or other non classroom based activities, including risk assessments for certain activities.

Where a child has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their IHP. IHCPs will be reviewed annually, or earlier if evidence is provided that a child's needs have changed.

It is recognised that not all pupils will require an IHCP.

Administering medicines

Written consent from parents must be received before administering any medicine to a child at school.

No child under the age of 16 should be given prescription or non prescription medicines without their parent's written consent. A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication should never be administered without first checking maximum dosage when the previous dose was given. Parents should be informed.

Medicines will only be accepted for administration if they are:

- Prescribed.
- In-date.
- Labelled.
- Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container.

Medicines should be stored safely. The designated location for the storage of medicines in the pupil support office. Medicines will be stored in a locked cupboard or secure fridge unit. Access will be limited to named members of the pupil support office with a contingency key held by the designated health and safety senior manager for emergencies and in cases of staff absence.

Children should know where their medicines are at all times. Written records will be

kept of all medicines administered to children. Pupils who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication.

Out of date medicines will be returned to the parents for safe disposal.

Action in emergencies

A copy of this information will be displayed in the school office and the pupil support office.

In an emergency, the member of staff in attendance should call 999 and request an ambulance. They should be ready with the information below and speak slowly and clearly. Staff should be ready to repeat information if asked.

- Telephone number: 0208 670 7575.
- Their name and job role.
- The location of the school – Alleyn Park, Dulwich, SE21 8SQ
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- Ask office staff to contact premises to open relevant gates for entry
- Contact the parents to inform them of the situation
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

Extra curricular activities

Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum. When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate.

Unacceptable practice

The following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner.

- preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- assuming that every child with the same condition requires the same treatment.
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged).
- sending children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is

specified in their individual healthcare plans.

- if the child becomes ill, sending them to the school office or medical room unaccompanied or with someone unsuitable.
- penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- requiring parents, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Complaints

An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance. If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out on the school website and available in hard copy from the main reception on request.

2.19 Health and safety arrangements for other site users

Sections of the school site are made available for external users to hire in line with the school's lettings policy.

The governing body recognises its duties as controller of the premises and will ensure that:

- The school site is hired in a safe condition for the purpose of the hire.
- Arrangements for emergency evacuation are adequate.
- Fire-fighting equipment is in place and in operational condition.
- Insurance requirements are met.

A condition of the letting contract requires the authorised hirers of the site to abide by the terms of the school's health and safety and safeguarding policies, including procedures for site evacuation in the event of an emergency or fire alarm. No user shall be permitted to hire all or part of the school site until this condition has been agreed and the persons responsible for the site hire have confirmed that they understand and accept the school's policies in this regard.

All rental users of the site will be required to sign in and out for health and safety purposes.

2.20 Management of asbestos

Where undamaged asbestos based materials are specifically identified and managed the school must keep the survey report and plans in a readily accessible place. The Head and others with Health and Safety responsibility must know of the location of the survey.

Periodic inspection of the material should be undertaken to ensure it remains in a safe condition.

When arranging for any building or maintenance works, the Head will take all reasonable precautions to determine if there is a risk of installed asbestos being disturbed or damaged. This information by reference to the school's asbestos survey must be provided to the contractor to ensure satisfactory measures can be taken.

Where the job in progress and suspected asbestos is discovered, the Emergency Procedure (See Southwark Education and Leisure Department, Management of Asbestos Guidelines) must be followed.

3. Risk assessment

Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments, and recording and reporting risks.

3.1 School risk assessment matrix

Risk assessments are stored in the school health and safety file maintained by Mr Samuel and will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

The matrix below is used during risk assessment to assess initial activity or location risk, and then residual risk once all the controls have been put in place to decrease risk.

	Very unlikely 1	Unlikely 2	50/50 3	Likely 4	Very likely 5
Trivial 1	1	2	3	4	5
Minor 2	2	4	6	8	10
Moderate 3	3	6	9	12	15
Major 4	4	8	12	16	20
Fatality 5	5	10	15	20	25

Table taken from section 4.1 of *Practical Health and Safety in Secondary Schools* by Gill O'Donnell

The school carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the school does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

Signed by

_____	Chair of governors	Date:
_____	Headteacher	Date:

This policy will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

Appendix A

There are 40 certified first Aiders on site.

A full list of their working locations is posted in the main school office.

First Aid Boxes can be found in:

- Main Office
- Mentors Office
- Pupil support Office
- PE Block
- Technology Area
- Science rooms
- Catering area

The First Aid Room is located at the bottom of the Yellow stairs

Appendix B

Health and Safety Contacts

Headteacher (Executive)

Name: Mr S Morrison

Headteacher (Operational)

Name: Mr A. Sear

Persons designated to act as the Key Manager Health and Safety

Name: Mr A Samuel

Title: Director of Humanities/ Acting Deputy Head of Upper School

Deputy Key Health & Safety Manager is Mr A Stevens

Safety Representatives (Union representatives should share their knowledge and information from the Unions regarding H & S with the school in order to produce the most comprehensive policy)

Key Contact – D Taylor, NEU

Key Contact – J Lewis, NASUWT

Southwark Education and Leisure Department Departmental H&S Advisors

Principal H&S Advisor

Tel: 0207 525 5034

H&S Advisor

Tel: 0207 525 5035

Principal Property Services Officer

Tel: 0207 525 5310

Appendix C

Kingsdale Foundation School

VDU Work – Eye Tests and Spectacles Policy

Kingsdale Foundation School recognises that employees using VDU's (visual display units) on a regular basis are entitled to have their eyes tested and, if necessary, to be provided with a financial contribution for spectacles by the Academy.

The Academy is only liable to bear the cost contribution for spectacles if they are required, or if a prescription needs to be changed, **solely** because of VDU use. Anyone who already wears spectacles or is prescribed them for general use will not be entitled to assistance with the cost, **unless** the change is as a direct result of using them for VDU work.

The approach taken by the Academy is that the Academy will pay:

- **The cost of eyesight tests** at two-yearly intervals unless an optometrist or doctor advises differently.
- **The cost of frames and lenses for single vision spectacles (up to the value of £50.00)**, for VDU use only. If employees choose a more expensive prescription, they will be liable for the extra cost themselves.
- **The difference in cost** between the normal prescription for general use and any extra costs incurred as a direct result of VDU work. Evidence of that additional cost will be required.

If employees wish to make a claim in respect of an eyesight test as described above, the employee must obtain and complete an expenses claim form. The completed form must then be passed to the HR Office for the attention of the Headteacher.

On completion of the test the employee will be presented with a Certificate of recommendation and if the employee requires glasses solely for VDU use, (category D) the Academy will pay for the cost of these as detailed above. There are variations on this which can be explained to anyone requiring further details. Variations will usually be at the discretion of the Headteacher having sought HR advice.

We have a number of approved opticians some of which are listed below. If an employee wishes to use an optician not approved by the Academy then the employee will need to pass the details to the HR office for this to be researched further and must wait for authorisation before proceeding.

Specsavers

Vision Express

Before making any claim for spectacles, employees must ensure that the Headteacher knows in advance that s/he intends to do so and has an opportunity to advise as appropriate.