



King Fahad
Academy

KING FAHAD ACADEMY

**HEALTH AND SAFETY
POLICY**

Reviewed: February 2021

Next Review: February 2023

Reviewed by: Facilities Manager

Approved by: Director General

Independent School Standards

Part 3 Welfare, Health and Safety of pupils

11. The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.

This policy is a 'whole -school policy' and relates to both the Primary and Upper section of the King Fahad Academy (including the Early Years Foundation Stage)

1. PURPOSE

- 1.1 The KFA has a statutory duty to provide a safe place of work and healthy working environment for all its employees. The school's responsibility is to ensure as far as is reasonably possible the health and safety of all who enter the premises.
- 1.2 This policy makes an unequivocal commitment to high standards of health and safety. The Trustees accept the responsibility to set a safety policy, for all of the work which falls within their remit.
- 1.3 We seek to maintain, and improve progressively, the environment of the school and other workplaces in order to ensure the health, safety and welfare of all its users. We intend to comply with all relevant legislation. We intend to ensure that everyone has sufficient information and appropriate training to fulfil their responsibilities.
- 1.4 The policy relates specifically to health and safety on the school site. Employees are, however, expected to take similar precautions, and adopt similar practices and procedures, whilst engaged in activities away from the school and may need to address Health and Safety policies of other centres or organisations.
- 1.5 All employees organising educational visits must comply with the DfE guidance on Educational Visits as well as adhering to our educational Visits policy.

2. OBJECTIVES

The Trustees seeks to promote health and safety by providing, insofar as is reasonably practical:

- healthy and safe working practices and conditions.
- information, instruction and training in safe working methods and practices.
- first aid facilities; and employees trained in first aid.
- safe premises, plant and equipment.
- safe arrangements for the handling, storage and use of materials and substances
- systems for the establishment and maintenance of codes of practice and risk assessments.
- safe access and egress, including evacuation procedures.
- appropriate security arrangements.
- effective communication systems for issues of health and safety.
- periodic checks on the safe operation of tools and equipment.

This policy will be periodically reviewed to ensure that it complies with legislation and local conditions.

3. WORKPLACES AND WELFARE

- 3.1 The Facilities Manager have a comprehensive and pro- active servicing regime in place to ensure that installations critical to the efficient functioning of the buildings facilities and surroundings are properly maintained. The building, its plant, equipment and systems of work are surveyed and inspected periodically as required by qualified professionals, and their reports are considered by the Facilities Manager as part of the school's routine maintenance.
- 3.2 The Facilities Manager responds quickly to day-to-day requests for repairs and fault rectification which can be reported in different ways. Staff can report fault or hazard by contacting the health and safety representative of their section or by contacting the Facilities Manager by email, telephone. They can also use the health and Safety Communication Board.
- 3.3 Cleanliness and good order are maintained by a team of domestic staff under the management of the Facilities Manager.
- 3.4 The school is committed to providing a working environment which ensures that people are well at work both physically and mentally. Reasonable

adjustments to working environments will be made through consultation with the Facilities Manager and the Health Adviser. Where referral to occupational health consultants is appropriate this will be arranged by the Facility Manager and the Director General office.

4. RISK ASSESSMENT

- 4.1 Hazards are identified and assessments carried out and recorded for risks and emailed to the chair of Health and Safety Committee and Facilities Manager.
- 4.2 Where there is a specialist body providing health and safety advice to specific disciplines (e.g. CLEAPSS in the case of Science) the risk assessments provided by that body may be used as the basis for the assessments in conjunction with the school Risk Assessment policy.
- 4.3 Staff are provided with regular training on matters in relation to Health and Safety. Regular risk assessment training is provided to appropriate staff and support and advice is available from the school's Health Adviser.
- 4.4 Annual training is provided for appropriate staff in relation to operating machinery, use of Personal Protective Equipment, asbestos awareness, slips and trips and control of hazardous substances.
- 4.5 **A detailed COVID-19 Risk Assessment and infection control measures were done in accordance with Public Health England and was updated regularly in conjunction with the Government guidance and updates. These documents are shared with all staff and are saved in the shared drive.**

5. FIRE AND OTHER EMERGENCIES

- 5.1 Emergency procedures for fire and similar emergencies are maintained and reviewed annually. Test evacuation procedures are carried out at least once per term.
- 5.2 Fire risk assessments are carried out by external fire consultants and reviewed whenever changes occur such as layout and change of use. The Facility Manager is responsible for any remedial measures identified in the fire risk assessment concerning physical aspects of the buildings.
- 5.3 The fire alarm is a loud continuous sound and is tested weekly.

- 5.4 The fire detection and alarm systems are inspected and tested quarterly by a specialist contractor.
- 5.5 Fire extinguishing equipment is inspected and tested by a competent external contractor once yearly.
- 5.6 Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

6. ACCIDENT REPORTING

- 6.1 We have both a legal and moral duty in keeping with the School's Health and Safety Policy to record accidents and consequential injuries. The School complies with Accident Reporting Policy and reporting forms should be used and saved appropriately for this purpose.
- 6.2 Incidents which do not result in injury but nevertheless due to the nature of the hazard might have more serious consequences in a repeat incident should be recorded as "near misses". These situations should be reported immediately to the Facilities Manger as appropriate for remedial action to be initiated if the hazard remains. The accident or near miss report should be sent in all cases as soon as possible after the event to the Facilities Manager, Health Adviser and the Nurse as appropriate.
- 6.3 Accidents or dangerous occurrences which are required to be notified to the enforcing authorities under the RIDDOR legislation will be determined by the Facility Manager who will be responsible for making the notification.

7. CONTROL OF VISITORS AND CONTRACTORS

- 7.1 The school has Visitors Policy that requires visitors to register at reception and are issued with a lanyard neck strap/ visitor badge which they surrender on leaving the premises. Contractors engaged by the Facility Manager will report to the main reception and go through similar registration process.

8. FIRST AID

- 8.1 The school has a First Aid Policy.
- 8.2 The school employs a qualified doctor and a registered nurse and has two well equipped medical rooms one for each section. In addition, we have a number of qualified First Aiders as required by the First Aid at Work Regulations.

9. CONSULTATION WITH EMPLOYEES

- 9.1 A health and Safety Committee, with a membership that represents most departments in the school, meets at least once per school term. It considers any health and safety issue which members wish to raise, except those which can be resolved, outside a formal meeting, by consultation with the Health and Safety representative of each section and the Facilities Manager.

10. LONE WORKING

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency. Lone working may include:

- Late working.
- Home or site visits.
- Weekend working.
- Site manager duties.
- Site cleaning duties.
- Working in a single occupancy office.

Lone working is undesirable but, in some circumstances, it cannot reasonably be avoided. Suitable risk assessments of working practices will be carried out by the FM to determine the level of risk for each member of staff Lone working.

Desirable Controls

Staff should seek the permission of the Director General to work alone in the building outside of normal school hours.

Lone workers must be considered capable of responding correctly in an emergency situation.

Staff members wishing to work alone outside of school hours must first seek permission to do so and must contact the Director General by email. They must receive a response before working. If a reply is not received from the Director General the member of staff must not work alone. Permission is not given unless proposed work takes place between the hours of 08:30 and 15:30 during school holidays, and until 18:00 during school days.

Whenever possible it is recommended that staff work with a colleague. Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises.

At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified, then the policy will be reviewed.

The staff attendance and sign in log must be maintained.

It is the responsibility of the Director General to ensure members of staff are aware of the risks of Lone Working.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. The lone worker will ensure that they are medically fit to work alone.

11. REVIEW

- 11.1 A review of the Health and Safety policy will be undertaken every two years by the Health and Safety Committee and the Facilities Manager. Any changes in arrangements brought to the notice of the Heads of schools and the Director General.
- 11.2 Security and Child Protection do not form part of these arrangements. They are covered by other policies and documentation.