

KRISHNAMURTI FOUNDATION TRUST



BROCKWOOD PARK SCHOOL & INWOODS SMALL SCHOOL HEALTH AND SAFETY POLICY

Last Review Date	August 2018
Policy endorsed by	Trustees
Policy is maintained by	Estate and Facilities Manager
ISI reference	A9, B9
Next review date	August 2019
Review body	Estate and Facilities Manager and Principal

Responsibility for Health and Safety

Mr Andrew Foley, Estate and Facilities Manager, Overall Responsibility for the day to day Health and Safety; reporting to: Mr Antonio Autor, Principal and Mina Masoumim, Bursar, all in turn reporting to the Directors and Trustees

It should be noted that, to monitor, review and establish Health and Safety procedures and practices, we have a robust monthly Health and Safety Inspection Check-list which is available to review on request.

Health and Safety Policy Statement

The Board of Trustees and staff accepts our responsibilities in respect of the health, safety and welfare of Krishnamurti Foundation Trust (KFT) staff, students and volunteers and other persons who may be affected by the KFT activities.

The Board of Trustees is committed to ensure that KFT complies with the duties required by the Health and Safety at Work etc. Act of 1974 and the Regulatory Reform (Fire Safety) Order 2005 and all other relevant subordinate legislation. KFT pays regard to the [Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies \(February 2014\)](#). The KFT also refers to [The Health and Safety Executive](#) which provides useful advice on striking the right balance in schools on health and safety matters.

Our aim is to promote a working and learning environment which is safe and without risk to health. We will endeavour to ensure that hazards are identified, and where reasonably practicable, eliminated. Where any residual risks remain the risks are minimised and adequately controlled.

KFT will in so far as is reasonably practicable, ensure that:

- Adequate resources are assigned to ensure the proper provision for health and safety at work.

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- Risk assessments are carried out and periodically reviewed.
- Systems of work that are safe and without risks to health are established and followed.
- Arrangements are made and complied with for the safe use, handling, storage and transport of articles and substances for use at work.
- Employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others that may be affected by their actions.
- Where appropriate health surveillance will be provided for employees.
- Plant, and work equipment is provided and maintained in a safe condition and without risks to health.
- Employees' working environment is safe and without risks to health and that adequate arrangements are made for their welfare whilst at work.
- Employees' place of work is safe and provided with adequate means of access and egress.
- Monitoring activities are undertaken to maintain health and safety standards.
- Arrangements are in place for effective employee consultation regarding health, safety and welfare matters.
- We assist in applying the provisions of health and safety law and retain a competent person.
- Health and safety policy and procedures will be reviewed at least annually and amended as necessary.
- It is the duty of our Employees whilst at work to:
 - Take reasonable care for the health and safety of themselves and others that may be affected by their acts or omissions at work and to co-operate with us in its statutory duties.

To enable these duties to be carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled within KFT.

The day to day responsibility to for implementing this policy is delegated to the Estate Manager Principal, Bursar and Directors. Also, where considered necessary, competent people will be appointed to assist us in meeting our statutory duties, including where appropriate, specialists from outside the organisation.

Staff, students and volunteers will be given sufficient information, instruction, training and supervision, as is appropriate and necessary, to enable the safe performance of their work and learning activities.

The successful implementation of this policy requires commitment from all persons within the organisation. Each individual has a legal duty to take care of themselves and others that may be affected by their acts or omissions.

This policy will be regularly monitored to ensure that the objectives set out within it are achieved. As a minimum, it will be reviewed on an annual basis and, if necessary, revised if the findings of an incident investigation shows it to be lacking, or in the light of legislative or organisational changes.

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General Policy on Health and Safety

The following are the main principles of the Health and Safety at Work Act 1974 and KFT will:

- Establish and maintain a safe and healthy environment throughout the organisation.
- Establish and maintain safe working procedures among employees, students, children and anyone else who visits the establishment.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Formulate effective procedures for use in case of fire and for evacuating any work premises as necessary.
- Provide and maintain adequate welfare facilities.
- Maintain any place of work under the employer's control in a condition that is safe and without risk to health, and to provide and maintain means of access to and from that place of work that are safe and without risk.
- Lay down procedures to be followed in cases of accidents.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute positively to their own Health and Safety at Work and to ensure that they have access to Health and Safety training as appropriate.

Organisation

The Principal and Directors will supervise the overall implementation and maintenance of the Health and Safety Policy. They will report annually to the Board of Trustees upon the safety performance during the previous year.

Responsibilities

Estate and Facilities Manager, Bursar, Principal and Directors will be responsible for implementing this policy within the organisation and for:

- Monitoring the effectiveness of the Health and Safety Policy, and the safe working practices described within it, and revising and amending it as necessary on a regular basis.
- Identifying any other Manager having direct responsibility for particular safety matters and anyone who is specifically delegated to assist him in the management of Health and Safety at the Organisation. Such responsibility is defined as appropriate.

Supervisors/Responsible staff for an area will be functionally responsible to the Principal and/or Director for the establishment and operation of the Organisation's Health and Safety Policy within their departments. They will:

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Monitor general advice on Health and Safety matters given by relevant bodies and advise on its application.

- Co-ordinate arrangements for the design and promulgation of safe working practices and be aware of their implementation.
- Investigate any specific Health and Safety problem identified and take or recommend appropriate remedial action.
- Order that a method of working ceases on Health and Safety grounds.
- Carry out regular safety inspections and make recommendations on methods of resolving any problems identified.
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees on safety matters and to make recommendations on the extent to which employees are trained, or to be trained.
- Ensure the nomination of the person or persons to deputise for them in respect of Health and Safety matters.
- Ensure that responsibilities are allocated to and understood by members of staff who have specific duties for Health and Safety matters.
- Exercise effective supervision over all those for whom they are responsible.
- Be aware of, and implement safe working practices and to personally set a good example.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide written job instructions, warning notices and signs as appropriate.
- Provide adequate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Promptly evaluate and, where appropriate, take action on criticism of Health and Safety arrangements.
- Provide the opportunity for discussion of Health and Safety arrangements.
- Investigate any accident (or incident where serious personal injury could have arisen) and take appropriate corrective action.

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Staff and Volunteers will:

- 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.
- Refer any Health and Safety problems to their own immediate supervisor.
- Co-operate with their supervisor and others in meeting satisfactory requirements.
- Not interfere with or misuse anything provided in the interests of health, safety and welfare.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their positions; where in doubt they must seek immediate clarification from their supervisor.
- Ensure that their tools and equipment are in good condition and that they report any defects to their superior. Ensure all tools and machinery are serviced regularly.
- Use protective clothing and safety equipment provided and ensure that these are kept in a good condition.
- Ensure that offices, general accommodation, working areas, workshops etc. and vehicles are kept clean and tidy. These are monitored monthly by the H&S inspection.
- Ensure that any accidents, whether or not any injury occurs, and potential hazards are reported to their superior.
- Ensure all workstations are clear, clean and tidy throughout the working day and left in good condition at all times regularly remove rubbish and waste materials. These are monitored monthly by the H&S inspection.
- Keep the access to and from your place of work free from obstruction and slipping and tripping hazards at all times. This is monitored monthly by the H&S inspection.
- Never leave cables trailing across floors unless absolutely necessary and then only if the appropriate warning sign is used. These are monitored monthly by the H&S inspection.
- Clean up any spillage immediately or, if you are unable to do so, segregate the area with barriers or barrier tape. In the case of hazardous substances, refer to the health and safety data sheet and the specific risk assessment.
- Only use equipment that they have received training/instruction for and which they are authorised to use.

N.B. It is realised that newly appointed employees could be particularly vulnerable to any risk and should pay particular attention to the above requirements.

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Students will

- Receive health and safety awareness training and any additional training specific to the hazards associated with a particular activity as necessary.
- Are encouraged to play an active role in the implementation of the Brockwood Park and Inwoods Health and Safety Policy.
- Students must act with due care for the health, safety and welfare of themselves and others.

All Other Persons on the Organisation Premises will:

- Observe the Organisation's Health and Safety Policy.
- Ensure that they avoid putting themselves, staff and members of the general public at risk on Organisation premises.

General Arrangements

- Liaison is maintained with the Local Enforcing Authority, Fire Authorities and other Advisory Sources both within and external to the Organisation.
- First Aid boxes are regularly inspected and kept to an acceptable standard.
- These are monitored monthly by the H&S inspection.
- The Organisation will identify, eliminate or control hazards and conditions which present a risk to the Health and Safety of Employees and others affected directly by the Organisation's operations. These are monitored monthly by the H&S inspection.
- Dangerous occurrences are investigated and steps are taken to prevent their re occurrence.
- The Organisation through Management will devise and promulgate emergency procedures.
- The Organisation will maintain statistical information on accidents and fires. All serious accidents, enforcement notices, and cases of industrial disease are to be notified to the Principal/Directors.
- Before new substances are taken into use, all reasonable steps are taken to minimise risks to health. Where necessary, personal protection is provided.
- So far as is reasonable practicable, the Organisation supplies information on the nature and handling of its products to its students so as to minimise any risk to them.
- All policies that are produced are made available to employees to ensure they reference and abide by the contents of each Policy.
- Precautions are taken to ensure that the external environment is not unreasonably affected by the Organisation's activities.

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- The Organisation will ensure that Contractors employed on the Organisation's premises are competent, and that they conduct their operations in accordance with the Organisation's Health and Safety Policy.

To Maintain a High Standard of Health and Safety at Work

- All members of staff and other persons working on Organisation premises must observe the safety precautions associated with their duties.
- All machine guards are placed in their rightful positions as are other safety devices and must not be removed by unauthorised persons.
- Special safety instructions are placed on or near certain machines, equipment and plant, and must be observed by all persons who use them.
- A selection of personal protective equipment and clothing is provided for personnel carrying out certain tasks and must be used as instructed by the Manager/Supervisor.
- All personal protective equipment is cleaned as necessary and kept in good condition. Any faulty equipment is discarded.
- Arrangements are made for the inspection and test of fixed and portable electrical equipment. All results are logged.
- Arrangements are made for the inspection of workstations and the assessments of Display Screen Equipment users. All results are logged.
- Arrangements are made to provide risk assessments, excluding insignificant risks, to employees who carry out their tasks.
- In the event of injury, treatment must be obtained from a designated first aider. Unqualified members of staff must not, under any circumstances, administer first aid. The names of First Aiders are published on the Notice Boards.
- All staff and other personnel working on the Organisation's premises must familiarize themselves with the action to be taken in the event of fire. Instructions are published on the Notice Board.
- The Organisation maintains a Control of Substances Hazardous to Health Manual which incorporates a data sheet for each and every substance in use within the Organisation.
- Staff are invited to participate in promotion of the Health and Safety programme by immediately reporting to their Supervisor or Principal, any health or accident hazard they see and by making suggestions for improvements.

Accident Reporting

- The Manager or Supervisor of each department is responsible for maintaining the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences.

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- The Accident Book, Report Forms and the arrangements to be followed if the injured person is unable to complete an accident report form, is to be completed by the Manager/Supervisor.

First Aid

- Qualified First Aiders will initially deal with accidents and, where further medical attention is required, make arrangements for the injured to be taken to hospital.
- Will be responsible for checking their own first aid box and refill only with items as described under the current Act.
- Please refer to the First Aid Policy for more details.

Fire and Emergency Evacuation

The Organisation's procedures for fire and emergency evacuation are listed below. Arrangements for updating these procedures and displaying them are as follows:

- Specific risk assessments as required under the Fire Safety Order 2005, have been carried out for each of the premises under the control of the Organisation.
- Fire drills are carried out once per term at all Organisation locations.
- Signs displaying the procedures for fire drills and emergency evacuations are posted on the Notice Board at all Organisation locations.
- A Log Book is kept for the recording and evaluation of practice and evacuation drills.
- Please refer to the Fire Safety Fire Procedure a Fire Risk Assessment Policy.

Fire Prevention Equipment

- Arrangements are made to regularly monitor the condition of all fire prevention equipment including emergency lighting fire alarms and extinguishers. We have contracts with outside contractors to this end.
- This includes a regular visual inspection of fire extinguishers. All work carried out is recorded. As well as the contractor inspection of the extinguishers they are also inspected by our monthly H&S monthly inspection.
- Please refer to the Fire Safety Fire Procedure a Fire Risk Assessment Policy.

Educational Visits

Please refer to the Educational Visits Policy which is designed to ensure that teachers and students stay safe while on educational visits.

Guests and Visitors

Please refer to the Guest and Visitor Policy.

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Contractors

- All contractors must supply copies of their Public Liability and if needed Employer Liability before starting any works on site these are kept on file and renewed annually.
- All contractors must make prior appointments.
- In the case of suitable qualifications being needed such as for electrical or oil works the Estate Manager will ensure the contractors meet the required standard.

- All contractors are required to sign in and out of the school and are escorted to their place of work by a member of the maintenance team they are then monitored frequently by the maintenance team.
- All maintenance staff carry radios and can be contacted by reception at any time in the event of security or unplanned contractor visits.
- If contractors are undertaking works of a high risk nature they are required to submit a detailed risk assessment of those works with their quotation.

Security

Our primary aim is to provide a secure environment in which our students can learn and our staff and volunteers can work. Our second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community. The Duty Person ensures that the premises are locked and secure each evening and staff lock any lockable doors and cabinets when they have finished work.

IT

Please refer to our Use of ICT, Mobile Phones and Other Electronic Devices Policy, ICT Acceptable Use Policy and e-Safety Policy.