KINGS PARK SCHOOL

HEALTH AND SAFETY POLICY

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	SIGNED	DATE
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HSP015.005 Emergency Evacuation Plan for Kings Park School.docx

APPENDIX 2 - LEGIONELLA DETAILS PLAN AND RISK ASSESSMENT.

KPS Legionella RA Report 01022025.docx

Isolators and Sentinel Points.pdf

This policy should be considered in conjunction with our First Aid & Medication, & Risk Assessment policies

1.0 INTRODUCTION

Kings Park School aims to provide a safe and healthy working and learning environment for staff, students and visitors always and recognises and adheres to The Health and Safety at Work Act 1974 and Risk Assessments: The Management of Health and Safety at Work Regulations 1999. As a result, we recognise that it is our duty to manage our school in such a way as to ensure, so far as is reasonably practicable, that anybody at Kings Park School is not exposed to risks to their health and safety. We accept that we have a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using Kings Park School premises and believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the effective education of our students.

2.0 AIMS

Our school aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and are regularly inspected.

3.0 LEGISLATION

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings.
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

4.0 KEY RESPONSIBILITIES

Ultimate responsibility for ensuring that all aspects of the Independent School Standards relating to premises and accommodation are met lies with the proprietor.

4.1 HEADTEACHER

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the headteacher. This involves:

- Implementing the Health and Safety Policy.
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff
- Reporting to the Governing Board on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- In the Head Teacher's absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

All employees, students and visitors must:

- Cooperate with the headteacher on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns immediately.
- Health and safety is reviewed every full term by the Proprietors/Chair. This policy is reviewed as per our policy review cycle.

4.2 HEALTH AND SAFETY LEAD

The school Health and Safety lead is Headteacher.

4.3 STAFF

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the school on health and safety matter.
- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupil.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Where any PPE required for specialist tasks.

4.4 PUPILS AND PARENTS

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

4.5 CONTRACTORS AND VISITORS

Contractors will agree health and safety practices with the Head Teacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.
All contractors attending to complete works at the school must agree the date, time and nature of the works in advance with the headteacher.
They must sign-in at main reception.
On the rare occasion that works overrun or emergency works need to occur during the school day, all contractors must be supervised at all times whilst on the premises with access to children.

All other visitors must sign-in at the main reception and wear a visitor's badge. Visitors will be accompanied at all times and never be left unsupervised with access to children.

4.6 SITE SECURITY

An external security company are responsible after school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
Anthony Saunders, David Saunders and Claire Mantle are key holders and will respond to an emergency.

5.0 FIRE SAFETY GUIDELINES

- Fire safety procedures for evacuation are displayed on walls around the school (where appropriate). These are always up-to-date and identify fire marshals.
- Fire extinguishers are available as widely as possible but are safely stored (but accessible by all staff) so as to remain in working order.
- Signage (including illuminated exit signage) as required by law, is fully in place identifying exit routes, uses of fire extinguishers and fire alarm panels
- Fire alarm tests are undertaken weekly and logged
- Emergency lighting is in place and is tested monthly internally, and annually externally.
- Fire extinguishers are maintained on an annual basis.
- All staff are fire safety trained on an annual basis including on the use of fire extinguishers; new staff are trained as part of their induction.
- Fire evacuation drills are undertaken on a termly basis, timed and logged
- Fire blankets and associated guidance are available and displayed in cooking areas
- PAT testing is conducted on all electrical equipment annually and staff are not allowed to use personal electrical equipment on our premises (for example, phone chargers)
- Portable heaters and multi-plug adaptors are preferably not used on the premises. But where they must be, they are disconnected from the power source when not in use, not left operating when the sites are closed and are PAT tested as per the point above.

- All building works are subject to building control regulations and therefore approval by fire safety officers.
- Everybody is required to sign in on entry to the premises and sign out when leaving and it is our responsibility to ensure they do so. Children's attendance is monitored using a daily register in the case of a fire or other emergency evacuation.
- The receptionist ensures that visitors to the premises are made aware of emergency exits (and whether or not there is a planned fire evacuation that day) and are asked to sign in/out.

5.1 EMERGENCY EVACUATION OVERVIEW

- The person responsible for fire brigade liaison is the Fire Marshall. In their absence, a senior leader will fulfil the role. Our trained fire marshals are named on our fire evacuation posters throughout the school. In the event of fire marshals being absent from work, morning briefings always identify deputies. Fire extinguishers, fire blankets and associated guidance are available and displayed throughout the school. Fire alarm tests and maintenance, whole building fire risk assessments and evacuation procedures are all set and arranged by the headteacher.
- In the event of a fire:
    - Action on finding the fire.
    - Sound the alarm using the nearest fire alarm call point.
    - Leave the building by the nearest fire exit and as directed by the fire marshal.
    - Do not re-enter the building.
    - Report to the assembly point
    - First person to arrive at assembly point closes the front gates and stays until relieved by the fire marshal.
    - Senior leader / fire marshal to call fire brigade by mobile phone after leaving the building.
    - Senior leader / fire marshal liaises with the fire brigade on their arrival.
    - Nobody must put themselves at risk by returning to the site of a fire.
    - Action on hearing alarm.
    - Leave the building by the nearest exit.
    - All staff, visitors and pupils should evacuate as soon as possible.
    - Do not re-enter the building.
    - Report to the assembly point.
    - Senior leaders / Fire Marshall liaises with the fire brigade on their arrival.

EVACUATION PROCEDURES

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- We do not advocate that staff use fire extinguishers, instead they should ensure that all pupils and staff evacuate the area.
- Staff and pupils will congregate at the assembly points. These are:
    - ASSEMBLY POINT A is to the right of the front gates.
- The Office Manager / a member of senior leadership team / will give the registers to the class teachers at the assembly points.
- Class teachers will take a register of pupils, which will then be checked against the attendance numbers for that day and teachers will raise hands to show all pupils are present.

- A member of the SENIOR LEADERSHIP TEAM / a member of pastoral support will take the registers of staff and visitors
- All staff are to lead pupils quickly and sensibly out of classrooms and to the main entrance/exit to our assembly point. Pupils and staff must not collect belongings.
- Fire Marshals are responsible for ensuring the safe evacuation of everybody and to then check that specified areas of the school are clear of people and doors closed. Names of fire marshals are identified on fire evacuation posters around the building.
- In the event of the fire preventing exiting using our main entrance, all classrooms, kitchen and SENCO room have their own emergency exits.
- The headteacher will conduct a cross-check of students, staff and visitors' presence. Fire marshals will confirm the building is clear and the headteacher will be informed if anybody is missing. If there are concerns, the senior leader/fire marshal will liaise with the fire brigade.
- Nobody will re-enter the building until we are told that it is safe to do so by the fire brigade, or in the case of a false alarm, the headteacher.

VISITORS

- Ensure all visitors and contractors are taken to the assembly point
- Assist any disabled persons with their evacuation as necessary.
- Assembly and Exit points.
- Our assembly point is the school carpark.
- We have 11 fire exit points throughout the building.

The school will have special arrangements in place for the evacuation of some of the pupils with SEN and mobility needs. Fire risk assessments will also pay particular attention to those with disabilities.

Kings Park School are aware that some children may have sensory processing disorders, and these are taken into consideration when carrying out a fire drill. In the case of a real fire, staff may require support in helping these pupils leave the classroom. The plan for these children will be outlined in the emergency plans and known to all the staff who work with these children.

Specific pupils may require a personal emergency evacuation plan (PEEP)

5.1 FIRE RISK ASSESSMENTS

Whilst legally fire risk assessments are to be completed by competent persons, we commission professional fire safety experts to undertake initial, full fire safety risk. Assessments of our premises and subsequently evaluate and update annually. To fully comply with the Regulatory Reform (Fire Safety) Order 2005, we commission an external professional to undertake a full fire risk assessment of the school site– any/all recommendations are immediately actioned and rectified.

6.0 ASBESTOS MANAGEMENT

No asbestos in the building so no management required. Building was built after 1999 and the **Asbestos (Prohibitions) (Amendment) Regulations 1999.**

7.0 COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals

- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site health and safety manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. COSHH items are stored in a the cleaning store cupboard which is kept locked. Pupils do not have access to COSHH items without adult supervision and access to appropriate PPE. Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

8.0 GAS SAFETY

No gas in the property.

9.0 LEGIONELLA OVERVIEW

A water risk assessment has been completed on 02 February 2025.

The proprietors are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log-book.

This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following are in place:

- Temperature checks.
- Heating of water.
- Disinfection of showers.
- Disinfection of toilets.

See appendix 2 – Legionella details plan and risk assessment.

10.0 EQUIPMENT

- All equipment and machinery is maintained in accordance with the manufacturer's instructions.
- In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

10.1 ELECTRICAL EQUIPMENT

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Headteacher immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Where necessary a portable appliance test (PAT) will be carried out by an external qualified personnel.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by qualified personnel.

10.2 PE EQUIPMENT

- Pupils are taught how to carry out and set up PE equipment safely and efficiently.
- Staff check that equipment is set up safely.
- Any concerns about the condition of flooring or other apparatus will be reported to the Head teacher.

10.3 DISPLAY SCREEN EQUIPMENT

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

11.0 LONE WORKING

At Kings Park School, Lone working is not permitted unless:

- There is a Safeguarding / Child protection concern, and the staff member is required to remain on site. At this point a member of the SENIOR LEADERSHIP TEAM will remain on site so there is no lone working.

12.0 OUR RESPONSIBILITIES WITH FOR REPORTING INJURIES, DISEASES, AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 2013

Kings School Park is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23).

Accidents where a child or visitor is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:

- Any school activity (on or off the premises).
- The way a school activity has been organised or managed ▪ Equipment, machinery or substances.
- The design or condition of the premises.

Accidents involving staff:

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs).
- Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
- Certain cases of work-related disease - therefore those that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer).
- Certain dangerous occurrences (for example near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

For more information please see http://www.hse.gov.uk/riddor/index.htm.

13.0 WORKING AT HEIGHT

We will ensure that work is properly planned, supervised, and carried out by competent people with the skills, knowledge and experience to do the work. In addition:

- The maintenance team retains ladders for working at height.
- Pupils are prohibited from using ladders.
- Staff will ask maintenance to carry out any work from height.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, maintenance staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons (maintenance team)

14.0 MANUAL HANDLING

Certificate in manual handling will be completed by new employees within 3 months of being employed.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

15.0 OFF-SITE VISITS

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed, and staff will visit to complete these before any visits can happen.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.

16.0 LETTINGS

Not applicable.

17.0 VIOLENCE AT WORK

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Head Teacher immediately. This applies to violence from pupils, visitors or other staff.

18.0 SMOKING

Smoking is not permitted anywhere on the school premises except the designated area.

19.0 INFECTION PREVENTION AND CONTROL

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

19.1 HANDWASHING

- Wash hands with liquid soap and warm water, and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

19.2 COUGHING AND SNEEZING

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

20.0 PERSONAL PROTECTIVE EQUIPMENT

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

21.0 CLEANING

21.1 CLEANING OF ENVIRONMENT

- Clean the environment, including toys and equipment, frequently and thoroughly.

21.2 CLEANING OF BLOOD AND BODY FLUID SPILLAGES

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills

22.0 LAUNDRY

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

23.0 CLINICAL WASTE

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

24.0 ANIMALS

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly and keep litter boxes away from pupils.
- Supervise pupils when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.
- Any pets or dogs that are part of the school should always be risk assessed before there is an agreement to have them on site. This will be carried out by a Head of department.

25.0 PUPILS VULNERABLE TO INFECTION

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.

We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

26.0 EXCLUSION PERIODS FOR INFECTIOUS DISEASES

The school will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 4.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

27.0 NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

28.0 OCCUPATIONAL STRESS

- We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.
- Systems will be in place within the school for responding to individual concerns and monitoring staff workloads. Supervision is available to school staff should they need a wellbeing session to discuss any problems that they have.
- Staff will receive support meetings on a regular basis with the headteacher
- Any member of staff who is reporting their sickness as relating to stress or depression will require the Office manager to make a referral to Occupational Health.
- Staff wellbeing is taken seriously at Kings Park School and there is a range of support that we can offer if deemed appropriate, i.e., a set number of sessions with a counsellor or consultation with a therapist.

29.0 ACCIDENT REPORTING

- Accident record book:
    - An accident form will be completed in the HSE compliant Accident book as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
    - As much detail as possible will be supplied when reporting an accident.
    - Information about injuries will also be kept in the pupil's educational record.
    - Records held in the First Aid and Accident book will be retained by the school for a minimum of 3 years, in accordance with Regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

30.0 NOTIFYING PARENTS

The SENIOR LEADERSHIP TEAM / Office Manager will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

31.0 TRAINING

Our staff are provided with health and safety training as part of their induction process.
Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

32.0 MONITORING

This policy will be reviewed by the Health & Safety Lead every 2 years.
At every review, the policy will be approved by the Head teacher and the Governing Board Health & Safety representative.

33.0 LINKS WITH OTHER POLICIES

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Accessibility plan

This policy and all policies at Kings Park School will be reviewed and updated as per our policy review cycle.