



KINGSLEY HEALTH AND SAFETY POLICY STATEMENT

Kingsley ensures that it:

- provides adequate control of the health and safety risks arising from our work activities;
- consults with our employees on matters affecting their health and safety;
- provides and maintains machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate and offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water dispensers, kitchen equipment and appliances, powered cleaning equipment and portable electrical appliances;
- ensures safe handling, use, storage and transport of articles and substances;
- provides adequate information, instruction and training to enable staff and students to carry out their work activities in a healthy and safe manner and to enable them to contribute positively to their own health and safety and that of others;
- ensures all employees are competent to do their tasks;
- prevents accidents and cases of work-related ill health;
- makes arrangements within the Kingsley for the recording of all accidents/incidents and makes arrangements for the investigation of these accidents where required;
- makes arrangements for the reporting of serious accidents to the HSE where required;
- makes positive arrangements for fire evacuation , first-aid and other emergency situations;
- provides and maintains safe and healthy buildings with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, drainage,

glazing, maintenance of floors / corridors / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;

- provides and maintains a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- provides and maintains adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- includes aspects of personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire, smoking and drug abuse and healthy eating;
- ensures so far as is reasonably practicable, the health and safety of visitors to the Kingsley and any other persons who may be affected by the acts or omissions of members of staff or students whilst taking part in Kingsley activities;
- reviews and revises this policy as necessary at regular intervals.

SECTION 2: RESPONSIBILITIES

Overall and ultimate responsibility for health and safety in the Kingsley is that of the Kingsley Senior Management Team.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the CEO.

CEO:-

- shall ensure so far as is reasonably practicable the health, safety and welfare of staff;
- shall ensure so far as is reasonably practicable the health and safety of students

in Kingsley;

- shall ensure so far as is reasonably practicable the health and safety of visitors to Kingsley, and volunteers involved in any Kingsley activity;
- shall guide and monitor the H&S to ensure that he/she keeps health and safety as a high priority in the day-to-day management of Kingsley;
- shall draw up and issue policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;
- shall discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the SMT

The CEO is responsible for the day-to-day management of Kingsley and shall so far as is reasonably practicable:

- ensure that the Health and Safety Policy is implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that Kingsley SMT is advised of health and safety implications when undertaking the management of Kingsley's budget;
- ensure that all employees, students and visitors receive adequate information, instruction, training and supervision, both within Kingsley and on Kingsley trips as appropriate;
- ensure that all machinery, appliances and equipment purchased by or used within Kingsley, conforms to a British, European or International Standard, is used in the manner that it was designed for and is regularly examined, tested and maintained as appropriate;

Kingsley ensures the use of safe working practices and where necessary draw up

- and communicate written codes of practice for safe working and teaching;
- ensure that only approved chemicals and substances are used at Kingsley and ensure that the appropriate safety information and risk assessment is available to the user;
 - ensure that suitable and appropriate protective clothing is provided for staff and students who require it, and ensure that it is worn when necessary;
 - ensure that adequate first aid treatment is available by the provision of a first-aid-er or appointed person and ensure that first aid boxes are kept adequately stocked;
 - ensure that accidents are recorded and where necessary, investigated and reported to the H&S Executive as soon as possible and also reported to the Director;
 - ensure that a record is kept of any contagious disease that is contracted, also all acts of violence and that they are reported to the CEO as appropriate;
 - ensure that fire procedures are planned and are rehearsed at least once per term;
 - ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
 - ensure that adequate welfare facilities are provided and maintained for staff and students;
 - ensure that regular safety inspections of Kingsley are carried out;
 - ensure that there is consultation with the staff on matters of health, safety and welfare;
 - ensure that contractors working in the Kingsley, report to him/her before work commences in order to ascertain work details and agree safety procedures and ensure that in his/her absence, health and safety duties are delegated as appropriate;
 - ensure that there is an annual appraisal of Kingsley's health and safety

performance;

- ensure that risk assessments are undertaken and reviewed as appropriate; and
- review and up-date policy as appropriate.

Teaching and Non-Teaching Staff

All Teaching and Non-Teaching Staff, where appropriate and so far as is reasonably practicable shall:

- ensure that Kingsley's policies are implemented at all times;
 - be responsible for the health and safety of the students they supervise;
 - ensure that equipment used at Kingsley is safe and presents no risk to health and ensure that any defects are reported immediately to the H&S Officer so that the equipment can either be repaired or disposed of;
 - in the event of a fire, ensure that all students know the fire procedure and are evacuated safely;
 - in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book;
 - ensure that all classroom-based activities are carried out in a safe and healthy manner;
 - ensure that any violent behaviour is stopped and reported appropriately;
 - ensure that, whilst students are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- ensure that whilst transporting students by car, safety seatbelts are worn and the Kingsley's guidelines are followed;
- ensure that when undertaking Kingsley trips and holidays, sufficient research, planning, precautions and supervision are undertaken;
 - ensure that they do not bring into Kingsley any potentially dangerous article or hazardous substance without the expressed permission of the Principal;

- ensure that any agreed security provisions are carried out;
- co-operate with the H&S Officer or their representative on all aspects of health, safety and welfare; and
- Co-operate with the H&S Officer or their representative in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Students

All students must:

- co-operate with Kingsley staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a member of staff.

In addition, appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections.

Revised 16/5/2022