

# TKS Health and Safety Policy



Written by / Updated by	LW/JS	Date	September 2023
Approved by	Estates Committee	Date	November 2025
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# TKS Health and Safety Policy



## 1. Policy Statement

The policy of Oxfordshire Community Churches for its school (known as The King's School) through the governing body of the school is:

1. to provide and maintain safe and healthy working conditions, equipment and systems of work for all persons\*\* engaged in the functioning of the school;
2. to provide such persons\*\* with all necessary health and safety information, training and supervision;
3. to accept responsibility for the health and safety of all pupils attending the school;
4. to ensure that the activities of the school do not adversely affect the health and safety of other people.

## Organisation

1. The duty to comply with Statutory requirements is the responsibility of Oxfordshire Community Churches but the responsibility for carrying out the policy on a day to day basis is delegated through the Governing Body to:
  - the Principal of the school, or in her absence to
  - the next most senior member of staff: generally the Head of the Secondary school, and the Head of the Primary school and the Head of EYFS for their respective sites.
2. All full time staff have a duty to take reasonable care for the health and safety of themselves, pupils, and of others who may be affected by their acts or omissions, and to co-operate with the Governing Body on all matters concerning health and safety.
3. All persons\*\* engaged in the functioning of the school are responsible for helping to achieve the aims of this policy and whenever anyone notices any danger to the health and safety of anyone they must immediately make the situation safe or, if they cannot solve the problem, they must report it immediately to the Principal or the Senior Leadership Team.
4. The Governing Body considers relevant Health and Safety risks routinely as part of its termly agenda. There is a risk assessment policy overseen by the Governors, under the direction of the Health and Safety Trustee.

*\*\* Persons engaged in the functioning of the school means 'all full time or part time paid staff and all voluntary unpaid helpers in whatever capacity they may be engaged'.*

## Arrangements

The arrangements and procedures for the implementation of this policy are set out in the attached document.

Signed: ..... Date: .....  
Chairman of The King's School Governors

Signed: ..... Date: .....  
Health and Safety officer of The King's School Governors

Signed: ..... Jonathan Smith ..... Date: ..... 11.25.....

Chairman of The Estates Committee

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## 2. Health and Safety

## Responsibilities

Principal	Mrs Lynne Weber
Head of Secondary School	Mr Giles Beck
Head of Primary School	Mrs Kate McKenzie
Head of EYFS	Mrs Adrienne Blakey
Health & Safety Coordinator	Mr Jonathan Smith (Overall) Mrs Kate McKenzie (Education)
H&S Trustee / Governance	Mr Peter Allen
Science Laboratory safety	Dr Theresa Clark
Cleaning equipment	Contract Cleaners
Legionella safety	Mr Jonathan Smith
Fire Marshalls	Mr Matt Pearson / Mr Jonathan Smith / Giles Beck
Designated Safeguarding Lead	Miss Rebecca Gray
Health & Wellbeing	Mrs Kate McKenzie

## Contacts

Witney Minor Injuries Unit	Witney 903841	
Fire Officer	Witney 702273	
Fire Extinguisher Maintenance	01869 252600 or 07818 455523 Chillman Fire	
Protection above)	Fire Alarm System Maintenance	Chillman (as

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### 3. Summary of Arrangements

<b>a) Fire Precaution</b>	
Fire Drill	<ul style="list-style-type: none"><li>• to be held once per school term and recorded in the Fire Log.</li><li>• to be supervised by the Fire Marshall and results to be assessed and any necessary action taken.</li></ul>
Exits & Escape Routes	<ul style="list-style-type: none"><li>• to be monitored and kept clear at all times by all persons engaged in the functioning of the school.</li><li>• Staff to be aware of PEEPs.</li></ul>
Equipment	<ul style="list-style-type: none"><li>• to be inspected and tested according to the specification (see attached)</li></ul>
<b>b) Housekeeping</b>	
Cleaning	<ul style="list-style-type: none"><li>• cleaning equipment and materials to be kept locked in the cleaners' cupboard.</li><li>• access to the cupboard by authorised persons only.</li><li>• cleaning requirements to be as per separate specification.</li></ul>
Waste Disposal	<ul style="list-style-type: none"><li>• non hazardous liquid waste via drains.</li><li>• combustible waste to be placed clear of the building for disposal</li><li>• non-combustible dry waste to be placed in bin liners and placed clear of the building for transport to local authority disposal site.</li><li>• used aerosols and any other pressurised containers to be placed with scrapped glassware in separate bin located in the Science Lab</li></ul>
General	<ul style="list-style-type: none"><li>• corridors to be monitored by weekly walk around and kept clear of boxes/ temporarily stored items.</li></ul>
<b>c) Accidents</b>	
First Aid Kit	<ul style="list-style-type: none"><li>• is the responsibility of the Qualified First Aider or the Appointed Person.</li><li>• First aid kits are situated in the Reception office and sick bay. Each primary classroom and secondary first aider has their own emergency kit. In Early Years this is kept in the cupboard above the sink in main classroom. Each kit to be checked termly for contents and validity.</li><li>• Defibrillator to be checked annually for battery and validity</li></ul>
Reporting of incidents	<ul style="list-style-type: none"><li>• All first aid incidents must be reported in the accident book (on BromCom)</li><li>• 'Near miss' incidents MUST be recorded in the accident book as a 'Non Casualty Incident' (NCI)</li></ul>
<b>d) Electrical Equipment</b>	

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	<ul style="list-style-type: none"> <li>all electrical equipment on the premises is to be inspected and tested in accordance with all relevant statutory regulations, HSE Guidance Notes, and manufacturers instructions.</li> <li>portable electrical equipment to be visually inspected by the person proposing to use it before each time it is used to ensure it is free from any damage and safe to use.</li> <li>in any instance of suspected danger, equipment MUST immediately be switched off at the wall socket, the plug removed from the socket, a label marked DO NOT USE is to be firmly fixed to the equipment and the situation reported.</li> </ul>
<b>e) Hazardous Substances</b>	
	<ul style="list-style-type: none"> <li>All hazardous substances stored and used in school MUST have the appropriate COSHH assessment and Safety Data Sheets filed in the location where the substance is stored.</li> </ul>
<b>f) Training</b>	
	<ul style="list-style-type: none"> <li>health and safety and fire precaution training, including the use of electrical equipment and in the spotting of and dealing with hazards, is to be given as the need arises or, as required by relevant statutory regulations, but not less than once per annum. Training in the use of fire extinguishers is to be done by Fire Marshalls every year.</li> </ul>
<b>g) Practical</b>	
Activities	<p>before engaging on any practical activity involving pupils:</p> <ul style="list-style-type: none"> <li>a risk assessment MUST be carried out in conjunction with the relevant H&amp;S officer if a new activity, or the existing risk assessment consulted.</li> <li>staff should keep risk assessments and communicate the recommended actions to mitigate risk to those taking part in the activity. A risk assessment states the nature of the risks, an assessment of likelihood and severity and actions to mitigate the risk</li> <li>All education/ pupil risk assessments will be reviewed (&amp; approved) every 3 years.</li> </ul>
<b>h) Site Safety</b>	
	<ul style="list-style-type: none"> <li>a termly site walk around will identify any site issues.</li> <li>a record of issues will be logged and action plan will be made to make amendments as required.</li> </ul>

## 4. Reportable accidents/incidents under RIDDOR (Implement Incident Management Plan if required)

### Death or major injury

- If there is an accident connected with work and an employee, or a self-employed person working on the premises is killed or suffers a major injury (including as a result of physical violence); or
- a member of the public is killed or taken to hospital;

### Reportable major injuries are: -

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### Over-three-day injury

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on the premises, suffers an over-three-day injury.

An over-three-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than three days (including any days they would not normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself.

### Disease

If an employee suffers from a reportable work-related disease

Reportable diseases include:

- certain poisonings; some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;

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- other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

Dangerous occurrence ('near miss')

If something happens which does not result in a reportable injury, but which clearly could have done, this must be reported.

Reportable dangerous occurrences that could conceivably occur in school are: -

1. Explosion, collapse or bursting of any closed vessel or associated pipework;
2. Failure of any freight container in any of its load-bearing parts
3. Electrical short circuit or overload causing fire or explosion;
4. Accidental release of a biological agent likely to cause severe human illness;
5. Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
6. Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
7. A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
8. A dangerous substance being conveyed by road is involved in a fire or released;
9. Explosion or fire causing suspension of normal work for over 24 hours;
10. Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
11. Accidental release of any substance which may damage health.

## 5. Storage

### Lofts

All loft storage areas must be accessed by the appropriate ladder. Two personnel are to be part of any such operation. All floor standing storage shelves must be fixed to permanent structures.

### Science Laboratory

- All chemical containers to be clearly labelled.
- Chemical storage cupboard to be kept locked at all times and accessed by authorised staff only.
- Science laboratory is the particular responsibility of the designated science teacher.

### Hazardous Waste

The following items will be disposed of separately:-

- aerosols
- most batteries
- paint/ink tins
- cleaning chemicals

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- fluorescent light bulbs
- computer equipment

## 6. Access to Risky Areas

Pupils are allowed access without additional permission to:

- The corridors
- The classrooms
- The pupil toilets

Pupils may under no circumstances enter:

- The plant room
- The boiler room
- The roof
- The exam cupboard
- The Science Prep Room
- Maintenance Cupboard
- Cleaning Cupboards

Pupils may not access the following areas unless under supervision or given direct and immediate permission:

- Science laboratories
- Sheds/ Garage
- Cupboards
- Kitchens
  - 1. The Newland Hall
- The Windrush Hall
- The Trim Trail
- The nature area
- The playground
- The field
  - 2. The car park
- Offices
- The staff room

### Further Information

Coded security locks are positioned where potentially dangerous equipment or confidential information may be present

Only secondary pupils are allowed access to the balcony and the quad

Signage is provided where authorised access only is permitted.

Specific risk assessments are in place for activities which may occur in risky areas. (See risk assessments)

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## 7. Dogs on School Premises

The school recognises that dogs form an important part of family life for many of its pupils and as such, are often included in day-to-day activities, such as the school run. We also see pet ownership as a valuable educational experience for children.

The school also acknowledges the views of families who have chosen not to have dogs or other pets. We also recognise that bringing dogs on site might pose a health and safety risk to our pupils and others onsite may be unsettled as they arrive and leave school. There are added risks of dogs fouling, biting or showing aggressive behaviour.

In the light of this, all dogs must either remain outside the school gate, supervised by a responsible person, or in a car. Dogs may not come onto the paved areas surrounding school, onto the school field or playgrounds.

Dog owners are responsible for clearing up any dog fouling outside the school gates. There is a public dog waste bin at the end of Early Road which may be used for disposal.

This restriction does not apply to trained assistance dogs, who are welcome onsite after notification has been made to the Principal of the school.

## 8. Mental Health & Well-being

The school recognizes that the mental health & well-being of both staff and pupils are an essential factor in keeping the school safe. In an environment where these factors are nurtured and positive mental health is promoted, accidents are less likely to occur (statement adapted from EduCare). The school aims to promote positive mental health and wellbeing for every pupil and every member of staff. (See the separate TKS Mental Health & Wellbeing policy for further details.)

## 9. Further details

Please refer to the following policies for further details:

- TKS First Aid Policy
- TKS Management of Legionella Policy
- TKS Incident Management Plan
- TKS Risk Assessment Policy
- TKS Safeguarding and Child Protection Policy
- TKS Drug and Substance Misuse Policy
- TKS Action in Event of a power outage
- TKS Fire Safety Policy
- TKS Risk Register
- TKS Lone Working Policy
- TKS Mental Health & Wellbeing Policy

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