

Health and Safety Policy

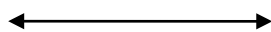
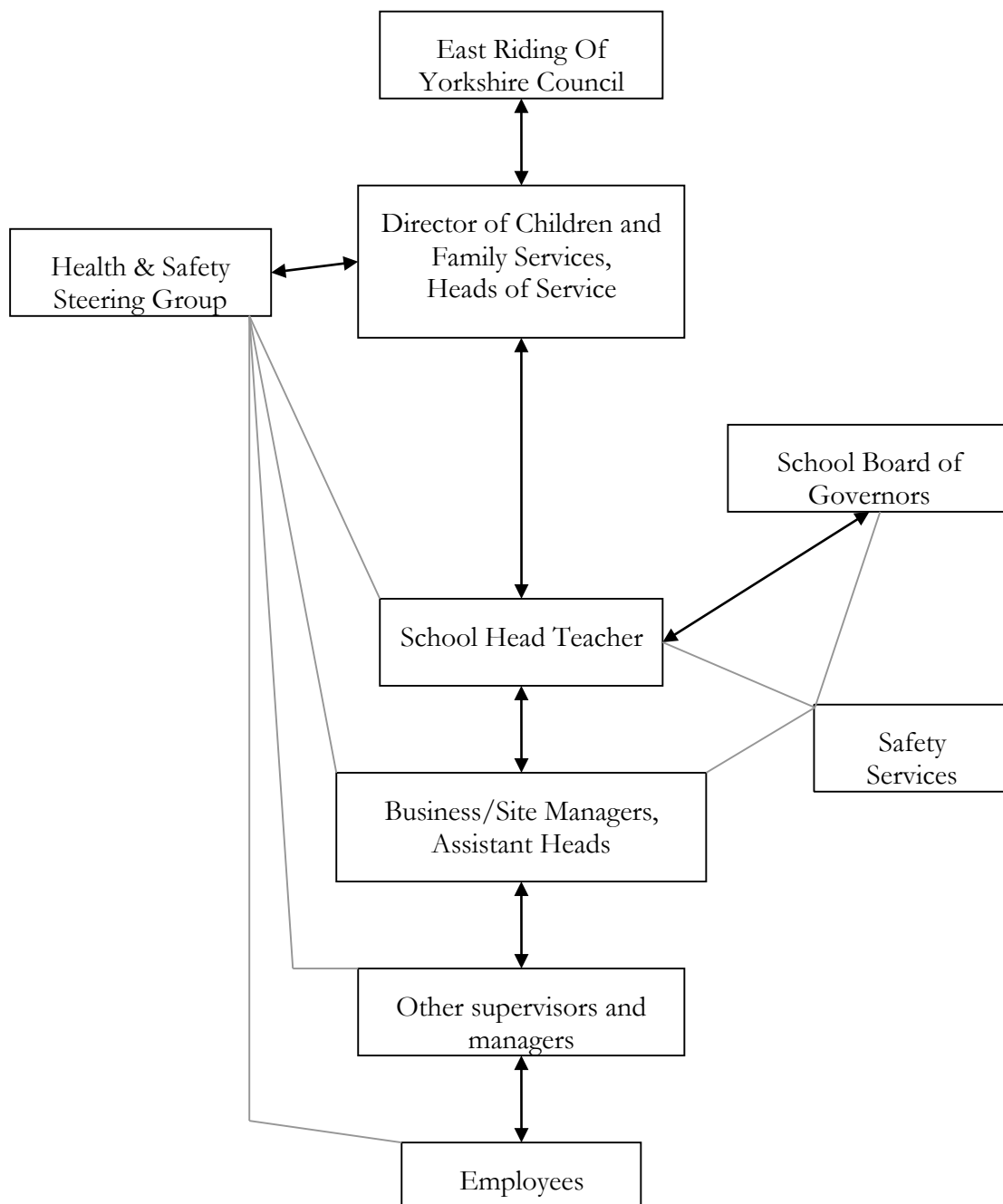
Adopted by Governors: Full Governing body meeting
7th March 2024

Next review: Spring term 2026

Kings Mill School & Residence



Lines of responsibility



Lines of authority/accountability



Available lines of guidance & support

Kings Mill School & Residence recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm.

It is the intention of Kings Mill to promote standards of health and safety provision, which will minimise risks and to avoid accidents and ill health.

It is also appreciated that whilst managing our activities we need to be risk aware, but not necessarily risk averse.

In particular the school will provide sufficient resources, time, effort and finance, to ensure, that as far as is reasonably practicable:

- It will safeguard the health, safety and welfare of its employees and anyone else who may be affected by its activities
- High standards for health and safety will be set and achieved by controlling identified hazards, assessing risks, monitoring incidents and accidents, and establishing suitable and sufficient risk control measures.
- Have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and students
- Maintain the school in a condition that is safe and without risks to health including; safe means of access and egress and welfare facilities
- Consult with employees or their recognised representatives about health and safety matters.

1. Roles and responsibilities

The governing body, in consultation with the headteacher, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure, including a health and safety committee, responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Regularly assess the effectiveness of the policy and ensure any necessary changes are made.

- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
 - Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work and procedures are developed and communicated to all staff.
 - Ensure appropriate equipment, tools and protective equipment is provided, maintained, and inspected to enable work to be done safely, and that it is maintained in a safe condition, through regular monitoring and inspection, including the recording of any periodic servicing and testing of systems and equipment.
 - Ensure regular, programmed health and safety inspections take place within the school and systems are established to document and manage reported health and safety defects or hazards, with remedial action taken where necessary.
 - Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure.
 - Ensure that arrangements are in place to manage health and safety on educational visits, including competent staff and suitable risk assessments being completed in line with the schools own Educational Visits Policy.
 - Ensure that statutory inspection and maintenance programmes are in place, such as fire systems, water systems or asbestos management.
 - Ensure that health and safety is a standard agenda item on appropriate staff meetings.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review policy and procedures and their effectiveness regularly and share with Governors
- Report progress on significant health and safety issues to the board of governors.
- Take all reasonably practicable steps to ensure this policy is implemented by the assistant heads, teachers with responsibility and other members of staff.
- Ensure all new employees, volunteers, work experience placements or regular visitors to the school receive a suitable and sufficient safety induction and that training needs are identified and fulfilled.
- Ensure the wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels.
- Designate an assistant head who will be responsible for ensuring the school meets its health and safety duties – this will be the health and safety officer.
- Designate a lead first aider.

Head of Care

The Head of Care has the same responsibilities as above for the Residence setting, in addition to the following:

- Ensuring that individual risk assessments are completed and regularly reviewed for Residence staff and students.
- Routinely monitoring accident trends through CPOMS and the Accident Excel Spreadsheet.
- Reporting to governors and senior leadership team on a termly basis.
- Ensure regular visual inspections of the residence are completed and recorded.
- Liaise as necessary with other staff to ensure adequate health and safety awareness of their individual specialism and advise the head teacher of any problems or perceived training needs.
- Ensure that the details of all accidents or incidents are properly recorded, investigated, and brought to the attention of the head teacher.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher/Head of Care

The health and safety committee will:

- Consist of the governor with responsibility for health and safety, the assistant head who is the health and safety officer, the school business manager (HR), the site manager, a representative from residence and the manual handling co-ordinators.

The governing body in consultation with the health and safety committee will provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Review and implement policies, and procedures.
- Review the records of incidents, complaints, and injuries and act on any findings.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

The health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Support with the completion of site inspections (termly) and monitor progress of remedial actions within their departments
- Identify hazards by conducting risk assessments.
- Be responsible for ensuring that all employees working at locations under control of other employers are given relevant health & safety information.
- Raise departmental concerns with SLT for strategic discussion and sharing of good practice
- Support with reviews of individual risk assessments for staff and students, and ensure they are kept up to date
- Provide post-incident support as required

The Site Manager will:

- Be responsible for the residence, school and grounds maintenance.
- Ensure all contractors are aware of the asbestos management report for the premises.
- Be responsible for carrying out tests and keeping records such as, fire, water, electrical, pool etc.
- Ensure that regular site inspections are completed and recorded, sharing outcomes with SLT as necessary
- Be responsible for identifying all equipment/plant needing maintenance
- Be responsible for ensuring effective maintenance procedures are implemented and maintenance records are maintained.
- Will check and routinely inspect plant and equipment and that any new plant and equipment meets health & safety standards before it is purchased.
- Be responsible for identifying all substances, which require a Control of Substances Hazardous to Health (**COSHH**). For undertaking **COSHH** assessments and will be responsible for ensuring that all actions identified in the assessments are implemented. The site manager will also be responsible for ensuring that all relevant employees are informed about the **COSHH** assessment and will check that new substances can be used safely before they are purchased.
- Be responsible for pool management and treatment of the water and management of the system.
- Be responsible for all schools transport on our site, the parking and safe loading/unloading of pupils in the spaces provided and safe arrival and departure of all transport and pupils.

- Be responsible for organising and working with any contractors required on site for minor works and maintenance procedures and ensuring that they adhere to safe working practices.
- Oversee the repairs reporting system, prioritising remedial works effectively.
- Monitor and report on recurring trends in relation to hazards/defects and progress against remedial actions

Teaching Staff and Senior Care Officers and School Cook will:

- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.
- Ensuring that individual pupil and classroom risk assessments and positive behaviour plans are completed and regularly updated.
- Ensure health and safety is considered on educational visits, including competent staff and that suitable risk assessments are completed in line with the schools own Educational Visits Policy.
- Ensure that any health and safety concerns are reported via the Health and Safety email account, as soon as possible, so that issues can be followed up by the site manager in a timely manner.
- Monitoring of housekeeping and cleanliness within their work areas and raising concerns in relation to hazards or defects via the Health and Safety email account (as above).
- Be a key point of contact for support staff / care officer in relation to health, safety and wellbeing and raise concerns with appropriate member of the senior leadership team.
- Support in the review of, and monitor compliance with, curriculum and site risk assessments and safe systems of work
- Monitoring supplies of personal protective equipment and ensuring replenishments are requested in a timely manner.
- Attend training relevant to their role

School Cook

- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Ensure that kitchen safety, food safety and hygiene standards are maintained at all times
- Attend training relevant to the role
- Maintain a clean and safe working environment, including equipment and ensure detailed records are made where appropriate
- Ensure that any health and safety concerns are reported via the Health and Safety email account, as soon as possible, so that issues can be followed up by the site manager in a timely manner.

The School Business Managers will:

- Ensure that Induction training is arranged all new employees.
- Ensure all visitors are signed into the Entrysign visitor management system on arrival.
- Ensure that visitors on planned and longer term contacts including students on placement, teacher placements and volunteers receive an induction on site safety delivered by SLT.
- Be responsible for maintaining the central safeguarding file in the office.
- Liaise with the Site Manager to ensure that there is budget for reactive and preventative repair and maintenance.
- Coordinate and attend termly School Health and Safety Committee Meetings
- Ensure that all staff who use VDUs for the majority of their working day have an appropriate work station. Staff will be encouraged to complete a display screen regulations assessment and request any additional equipment they need.

Team Teach Coordinators

- Ensure that Team Teach training is arranged, delivered and refreshed for all employees and that training records are kept up to date
- Ensuring that Team Teach risk assessments are completed and regularly updated.
- Monitor and observe practices.
- Support incident investigations/de-briefs as required

Moving and Handling Coordinators

- Devise, or support with the creation of, personal handling plans, and provide input into regular reviews with class staff
- Complete and record regular visual checks of lifting equipment, including slings
- Liaise with Health Partners regularly
- Liaise with parents
- Attend training relevant to the role
- Ensure that training for staff is arranged, delivered and refreshed and that training records are kept up to date.

Lead First Aider will:

- Be responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First Aiders will:

- Administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.
- Ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager.

All members of 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.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

2. Arrangements for the Management of Health & Safety

Policy and Guidance

School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

These arrangements should be read in conjunction with those contained in the Directorate and Corporate Health and Safety Policies.

Health & Safety Advice

Advice is available from the council's safety services section and in addition to visits, email and telephone advice, has a range of guidance documents and resources available on their Insight Intranet pages.

The Health & Safety Law poster is displayed on the Health and Safety notice board and leaflets pertaining to the work conducted by the school will be issued/available from Health and Safety coordinator along with memo's to staff regarding risks.

Consultation on Health, Safety and Wellbeing

The school will:

- Consult with employees about matters affecting their health, safety and wellbeing
- Ensure that health and safety is a standing item on all team and management meetings
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations form a school Health and Safety Committee.

Training

All employees, including temporary and agency employees will receive:

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, It will include:

- Emergency procedures
 - First aid arrangements
 - Accident reporting
 - Hazard/safety issue reporting
 - Location of policy, guidelines and other relevant documents
 - Relevant risk assessments and safe systems of work
 - Smoking restrictions
 - A tour of the premises/site
 - Safeguarding children
 - Intimate care
 - Fire Evacuation
 - Other relevant information
- Competency based training – relevant to the individual's role and development needs will be identified by managers and headteacher and delivered by the most efficient means, e.g. specialist courses or local in house team discussions
 - Training will be identified following the initial induction procedure and there after future staff development will be identified during the staff annual appraisal or by SLT that includes safeguarding children, Team Teach. Further identification of training will be given if any changes are made to an employee's job role or when an employee requests further job role training.
- Specific jobs requiring special training are: -
 - First Aider
 - Moving & Handling
 - Swimming Pool Plant Operators Certificate
 - Pool safety for staff
 - Administration of Emergency Medication
 - Minibus drivers
 - Health & Safety at Work
 - Physical Intervention
 - Safeguarding online course
 - Educational visits
 - Fire evacuation

Records of competencies, skills and training will be kept for management purposes.

Audits

The school governors and headteacher are expected to ensure that the school's health and safety management systems and records are audited once per year to identify any weaknesses and areas for improvement.

An action plan will then be prepared by the headteacher in consultation with relevant staff to address the areas highlighted, and progress against the action plan will be reported to the governing body.

Inspections

Periodic health and safety inspections (including Fire Safety) will be carried out by the Site Manager. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once, but preferably twice, per term.

Results of inspections, including any remedial actions, will be recorded. (see Appendix 2)

All staff are expected to report any hazards or defects promptly in line with the schools hazard and defect reporting process to ensure that swift action can be taken

A record of hazards and defects identified will be recorded to monitor progress on remedial action and support in identifying trends.

Risk Assessments

All school activities will be subject to a risk assessment and where there are any significant risks identified, they will be recorded.

Specific areas /activities requiring risk assessments include:-

○ Whole School / Residence sites - pool, buildings, corridors, fire. ○ Class risk assessments. ○ Pupil risk assessments. ○ Students, injured staff, staff medical issues. ○ Individual Pupil assessments ○ Educational Visits ○ Moving and handling for specific pupils ○ Expectant workers, return to work and post-operative risk assessments. ○ ~~Alf-reporting~~ ○ Team Teach

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

Risk Assessments will be reviewed on a yearly basis or when the work activity changes, whichever is soonest.

Risk Assessments will also be reviewed immediately following an accident in the work place.

Risk assessments are available on the network server Z/risk assessments or via the Evolve website. Risk assessments for individual staff will be kept in their confidential personnel file.

First Aid

Kings Mill is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

The school's Senior Leadership team has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

The first aid boxes are kept in the School staffrooms, Residence staff office, Pool changing room and school health room.

A list of appointed first aiders is located on the health and safety notice board and around the school.

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Once action has been taken, the incident will be reported promptly to:

- The headteacher.
- The victim(s)'s parents.

Medication

Medication is stored and administered in accordance with the Administering and storage of Medication policy

The school will have in place an Administration of Medications Policy, which outlines the expectations of parents and the school's arrangements both within the school environment and educational visits.

Where necessary the school will consult with the appropriate services to prepare individual health care plans.

Specific training needs will be identified and fulfilled by nominated staff.

Sun cream, unless specifically prescribed, is not considered a 'medication' and therefore the school will consider and manage the risk associated with exposure to the sun as part of their overall risk assessment process.

Emergency Procedures

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits. The detailed procedures are available in the **CRITICAL INCIDENT POLICY**, together with the training provided to staff and governors.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat. We have included educational visits and lock down procedures within this policy.

A central file is held in the main office. In the case of fire or critical alert it is removed by the administration team. It is updated with specific telephone numbers and codes for school closure or reporting critical incident.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

The Health and Safety coordinator is responsible for ensuring the fire risk assessment is undertaken and implemented alongside Local Authority appointed inspectors.

Escape routes are checked by Site Manager every day and break glass points weekly on rotation. Alarms are tested by site manager every week and recorded in the fire logbook.

Fire extinguishers are maintained and checked by Rosse Systems, Fire Services every 6 months and Caretaker will record in the fire logbook.

Emergency evacuation, following the PEEP's plans drawn up with Fire services will be tested at least every term and be recorded in the fire logbook.

Staff have training in hands on fire extinguisher use to open a blocked evacuation point only.

Accidents, Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE). It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately. Further guidance and documents are available:

<http://insight.eastriding.gov.uk/directorates/cr/hr/safety/services/accidents/>

All accidents and cases of work-related ill health are to be recorded in the appropriate accident book. The accident book is kept in the main school office.

Employment of Young or Vulnerable People

The safety of young (under 18 years) and vulnerable people (under 25 years) has to subject to a specific risk assessment and/or a review of relevant existing risk assessments to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

Other Statutory Arrangements and Regulations (Thorough Inspections, Water Hygiene, asbestos etc.)

Where relevant, the headteacher will ensure that appropriate management arrangements are in place to maintain premises, equipment and systems in a safe condition.

Contractors and Self Help Maintenance or Construction

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged.

School staff must raise any concerns about contractor safe working practices immediately, if it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all permissive protocols (internal, planning, building control, etc.) before activity commences. Such projects must comply with the Construction, Design and Management Regulations which places duties on Clients (the school), designers, contractors etc. The 'Schools Self Help Contract Monitoring Form' must be submitted to Safety Services. Further guidance can be obtained from Safety Services

(<http://insight.eastriding.gov.uk/directorates/cr/hr/safety/services/safetytopics/construction-design-management/>) or Infrastructure & Facilities.

Safeguarding and Security

The school will have in place measures to safeguard young people, vulnerable individuals, and visitors including;

- Child Protection and Safeguarding policy - located server Z/school and residence policies.
- a central safeguarding file with all relevant policies and practise held in the main office.
- All staff are trained at induction and then at foundation level ERSCB for safeguarding children. Governors do Foundation level plus safer recruitment for interviewing. There is separate safeguarding incident reporting system and CRB checking procedures.
- Security measures – The whole site is fenced or hedged with additional fencing added to some walls. The residence and school buildings have security coded doors with fitted door bells for visitors to use. The main buildings have double thumbnail doors locks to provide safe access to play areas but secure the exterior doors. The car park has a double gate for pedestrians and vehicles coming on site and remains closed most of the day. Classrooms have double security handles on most classes and access to the rear playground is through classrooms or the side of the school .Access to one side of the school is denied. The car park is out of bounds unless accessing vehicles.
- vulnerable areas are well supervised

Health & Safety Policy

- Appropriate disclosure and barring checks - Contractors on site are approved and DBS checked by the local authority, read our on-site requirements schedule and can be checked by school staff on arrival.
- Visitor signing in and identification arrangements - visitors are inducted, given instructions of what they cannot do and have to carry a visitor badge.

Transport / Travel

School Minibuses maintained by school. They include Quattro clamps, belt cutters, triangles and luminous jackets for breakdown of vehicles, first aid boxes, log books, booster seats at varying heights and movable seating.

The buses are regularly serviced off site and maintained.

All drivers are responsible for carrying out a vehicle check prior to driving. They must complete the drivers log book and report any defects.

All Drivers are trained through the Midas scheme including wheelchair clamping and hoist use, by Passenger services instructors. All driver licences are checked by our office.

Passenger services are responsible for planning for arrival and departure of children to all sites.

The Health and Safety coordinator and Kings Mill staff work with Passenger services to provide training, for drivers and PA's in behavioural techniques and signing skills.

Meetings regarding pupil transport behaviour are facilitated

Class staff meet drivers and PAs daily and are aware of the procedures for reporting any concerns.

We follow a programme of independent travel skills for older pupils and those identified as meeting the criteria for travel.

Arrival and Departure are staffed and managed by Kings Mill until a child is on the minibus and secured or handed over to staff from a minibus by a passenger assistant. Sixth form students may be supervised remotely.

Educational Visits

The school will ensure that a robust procedure is in place for the management of outdoor learning and educational visits.

The school will have in place specific arrangements to ensure safety is paramount when facilitating such learning experiences, including:

- Appointment of Educational Visits Coordinators.
- Ensuring that all staff who organise and lead visits are familiar with the LA Visits Guidance, and that they are suitably trained and competent.
- Ensuring 'EVOLVE' is used for all off-site visits.
- Ensuring that the school has its own, up to date Educational Visits Policy and that this is brought to the attention of all relevant staff.

Monitoring

To check and confirm our working conditions, and ensure our safe working practices are being followed, we will: -

- **Actively:** Carry out termly inspections and complete reports for submission to the health and safety subcommittee. These will be in the form of either on the spot checks/visits or by requesting for a safety representative to conduct an inspection on a work process. There is a master monitoring record for school and residence kept centrally along with all the service records by external companies. **Appendix 1.**
- **Reactively:** The health and safety officer and school business manager, with responsibility for HR are responsible for investigating all accident and sickness absences that occur. Inspecting all accidents will be a way of reviewing the company safety systems and an increase of work absence due to ill health by employees suffering similar ailments may identify a problem with their jobs causing ill health. Risks and maintenance issues are identified by all staff and recorded in the Health and Safety book for immediate action or long term planning.
- Serious safety breaches are reported to the Local Authority. The Health and Safety coordinator (s) is/are responsible for acting on accident investigation findings to prevent a recurrence.
- We have a planned schedule of monitoring and recording when this is done every year. See Appendix 2.

This policy will be reviewed every 2 years unless legislation changes.

References

- Critical Incident policy
- Child protection and Safeguarding policy
- Educational Visits Policy
- East Riding Corporate Health and Safety Policy
- Guidance on infection control in schools. Public Health England
- East Riding Council School Closure Contacts
- Evolve on-line, website for educational Visits
- Management of Medication Policy

Appendix 1

Governors Health & Safety Site Inspection Kings Mill School and Centre.

Date.

Conducted

New Car Park	
Entrance/Car Park	
Front of school	
Residence	
Rear passage to Playground	
Hall	
PE Cupboard	
Music Cupboard	
Art Cupboard	
Passageway to emergency exit	
Swimming pool	

Kitchen	
Main corridor	
Class 1.	
Class 2.	
Class 3.	
Class 5.	
Class 4.	
Class 6.	
Girls toilet	
Small sluice	
Large sluice	
Class 6	
Main Playground	
Quiet Area	
Area near caretaker shed	

Student Centre.	Inspected by.	Date.
Entrance.		
Classes.		
Outdoor area.		
Kitchen Area.		
Staff room.		

Also check the following.

Fire File school/residence.

Monitoring sheets for the site.

Classroom risk assessments and advice.

Risk assessments for lift.

Pool.

Rebound room.

Kitchen areas.

Sensory room.

Lifts.

Bullying areas.

Visits and trips.

COSHH advice sheets to cleaners.

Appendix 2
Kings Mill School weekly Health & Safety Check (outside).

Date		Main site.
Inspected by		
	✓ Tick if OK/ X if action required	
Front gates		
Car Park		
Main foot path		
Play area at front of school		
Rear car park.		
Residence play area.		
School entrance		
Fire exits not blocked from the outside.		
Any issues;		
Emergency action – inform leadership team . Maintenance/ repair – inform caretaker. Reviewed by health & safety Officer		