



Kaleidoscope
Learning Trust

INSERT SCHOOL NAME

Special Education School

Health and Safety Policy

Version and Date		Author	Committee Responsible	Review frequency	Approval	Next Review Due
1.0	26/11/2022	Miss M Duval	KLT Trust Board	Annually	Approved by KLT Board on 07.12.2022	06/11/2023
1.1	25/11/2023	Mrs R Whyles	KLT Trust Board	Annually	Approved by KLT Board on 06.12.2023	06/12/2024

Contents

Statement of Intent	3
Organisational Structure and Responsibilities	4
Responsibilities of the Kaleidoscope Learning Trust (KLT) Board of Trustees:	4
Responsibilities of the Headteacher	4
Responsibilities of the Health and Safety Co-ordinator (School Business Manager or other Senior Member of Staff)	5
Heads of Subject Departments / Co-ordinators.....	7
Responsibilities of all Employees	7
Arrangements	8
Co-ordination and Communication	8
Emergencies	8
Accidents and Medical Arrangements.....	9
Hazard Identification and Control	11
Information, Instruction and Training.....	12
Premises	13
Security	15
Use of Premises Outside School Hours.....	15
Control of Contractors.....	15
Work Equipment.....	16
Substances and Personal Protective Equipment	22
Housekeeping and Waste	23
Manual Handling	24
Educational Visits	24
Inspections (External & Internal)	24
Management Review	25

Statement of Intent

Within Kaleidoscope Learning Trust the Board of Trustees, via the Kaleidoscope Executive and the Headteacher of **INSERT SCHOOL NAME** are responsible for:

- Ensuring the Trust meets its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees and ensure their work does not adversely affect the health and safety of others (including pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.
- Providing sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.
- Ensuring that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating health and safety functions to them.
- Where necessary seeking specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Board of Trustees, Kaleidoscope Executive, and Headteacher of **INSERT SCHOOL NAME** require the support of all staff to enable the maintenance of high standards of health and safety in the school's activities.

The school is committed to continually improving its health and safety performance.

This statement includes a description of the organisation of the school and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in the arrangements section.

CEO	Michelle Duval
Date	1/9/2023

Headteacher	
Date	

Organisational Structure and Responsibilities

Responsibilities of the Kaleidoscope Learning Trust (KLT) Board of Trustees:

- Ensuring all KLT schools comply with the Trust's Health and Safety Policy and arrangements.
- Ensuring all schools have formulated and ratified the school health and safety statement and health and safety plan.
- All KLT Schools have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- All school sites and premises are maintained in a safe condition and that appropriate funding is allocated to this area from school budgets.
- Schools prioritise action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to KLT Chief Finance and Operating Officer.
- Health and safety arrangements are regularly reviewed (minimum annually) and new arrangements are implemented where necessary.
- Promoting high standards and developing a positive culture of health and safety within all KLT schools.
- Employees have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- All school conduct active and reactive monitoring of health and safety matters in the school.

Responsibilities of the Headteacher

The Headteacher is responsible for:

- The day-to-day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.

- Information regarding health and safety matters will be communicated to the relevant individuals.
- Identify staff health and safety training requirements and plan for provision.
- Developing and/or reviewing the school annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Trust health and safety auditing arrangements and ensuring audit action plans are implemented.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employ only competent contractors to work on the school site.
- Seek specialist advice on health and safety matters where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.

Note: In the absence of the Headteacher these responsibilities fall to their immediate deputy.

Responsibilities of the Health and Safety Co-ordinator (School Business Manager or other Senior Member of Staff)

Responsible to the Headteacher for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and ensure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.

- Participating in health and safety audits arranged by the Trust.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed, and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.

Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Headteacher.

Heads of Subject Departments / Co-ordinators

Heads of Department are responsible for:

- The day-to-day management of health and safety within their department in accordance with the health and safety policy
- Drawing up and reviewing departmental policies, procedures, and risk assessments regularly (at least once annually)
- Carrying out regular health and safety monitoring inspections of the department and making reports to the headteacher where appropriate
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department
- Passing on health and safety information received to the appropriate people

Acting on health and safety reports from above and below in the hierarchy

Responsibilities of all Employees

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the KLT Trustees, Executive and Headteacher on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Headteacher any serious or immediate danger.
- Reporting to their Line Manager or Headteacher any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.

Arrangements

Co-ordination and Communication

Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	
--	--

Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	
---	--

Emergencies

Senior member of staff in the school with responsibility the development, maintenance, and implementation of the emergency plan:	
A copy of the emergency plan is available at:	

	PERSON RESPONSIBLE	DEPUTY
The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.		
Summoning of the emergency services.		
That a roll call is taken at the assembly point		
That no-one attempts to re-enter the building until all clear is given by the emergency services		

Note: The priorities are as follows:

- To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.

- To call the emergency services when appropriate.
- To safeguard the premises and equipment if this is possible without putting persons at risk.

Locations of Main Service Isolation Points

SERVICE	LOCATION OF ISOLATION POINT
Water	
Gas	
Electricity	

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	
---	--

Accidents and Medical Arrangements

Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location specified:

LOCATION OF ACCIDENT BOOK	PERSON IN CHARGE OF ACCIDENT BOOK

Accident reports must be drawn to the attention of the Headteacher and where necessary reported in the Accident Book	Headteacher:
	Deputy:
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	

The following types of incidents must be reported:

- All accidents, incidents and near misses involving employees

- All instances of verbal abuse, aggressive behaviour, and violence towards employees
- Any incidents which result in pupils or members of the public requiring further medical treatment
- Any incidents which are RIDDOR reportable.

Where accidents are found to be caused by faulty plant, equipment, premises, or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

First Aid

The following employees are named first aiders:

NAME	LOCATION / EXTENSION	EXPIRY DATE OF CERTIFICATE

Person responsible for ensuring first aid qualifications are maintained:	
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	

First aid boxes and first aid record books are kept at the following locations in the school:

LOCATION OF FIRST AID BOX(ES)	LOCATION OF FIRST AID RECORD BOOK(S)

A termly check on the location and contents of all first aid boxes is carried out by:	
Use of first aid materials and deficiencies should be reported to:	
Address and telephone number of the nearest medical centre / NHS GP:	

Address and telephone number of the nearest hospital with accident and emergency facilities:	
--	--

Administration of Medicines

Member of staff in the school with responsibility the development, maintenance, and implementation of the medicines policy:	
A copy of the medicines policy is available at:	

Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	First:
	Deputy:
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	First:
	Deputy:
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	

Hazard Identification and Control

Risk Assessment

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	
--	--

Hazard Reporting and Follow Up

All employees, LGB and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	
Defective furniture must be taken out of use immediately and reported to:	
Person responsible for ordering repairs and maintenance:	

Information, Instruction and Training

Provision of Information

Person responsible for distributing all health and safety information received from the Trust:	
Records of employees' signatures indicating that they have received and understood health and safety information is kept:	
The health and safety notice board is sited:	
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	
The HSE Health and Safety Law Poster is displayed:	
The Kaleidoscope Learning Trust Health and Safety Policy Statement is displayed:	

Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	
---	--

- Health and Safety Policy (Trust and Departmental)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	
Person responsible for compiling and implementing the school's annual health and safety training plan: Person responsible for reviewing the effectiveness of health and safety training:	
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	

Premises

Asbestos

Person with overall responsibility for managing asbestos:	
The asbestos register is kept at:	

Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	
The disturbance procedure is displayed in a (staff only) area, at:	
The condition of asbestos is monitored (periodically, in accordance with the register) by:	
The Asbestos Register is kept in:	

Legionella

Person with overall responsibility for managing Legionella:	
The Legionella risk assessment is kept at:	
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	
The logbook is kept in:	

Fire

Person with overall responsibility for managing fire safety:	
The fire risk assessment is kept at:	
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	
Person responsible for routine maintenance and servicing of fire safety equipment:	
The logbook is kept in:	

Security

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First:
	Deputy:

Visitors

On arrival all visitors must report to:	
Where they will be issued with. <ul style="list-style-type: none">• An identification badge.• Relevant health and safety information• Sign the visitor's book / System	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	
--	--

Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the letting's procedure:	
---	--

Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	
Person responsible for selecting contactors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	
Responsibility for liaison and monitoring of contractors:	

Work Equipment

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	
Person(s) authorised and competent to operate and use:	

Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	
Person(s) authorised and competent to operate and use:	

Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	
Person(s) authorised and competent to operate and use:	

Manual Handling Equipment

Person responsible for ensuring that caretaking trolleys etc. are maintained in safe condition:	
---	--

Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	

Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	
Lifts Person responsible for ensuring lifts receive a thorough examination and service every six months:	

Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	
--	--

Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	
Person(s) authorised and competent to operate and use:	

Science

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	
Person(s) authorised to operate and use:	
Person responsible for the chemical inventory:	
Person responsible for Science Codes of Practice / Policy / risk assessments:	

Design and Technology Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	
Person(s) authorised to operate and use:	
Person(s) responsible for ensuring that all machinery is adequately guarded and	

that the guards are in position when the equipment is in use:	
Person responsible for taking out of use any equipment which is inadequately guarded:	
Person responsible for DT Codes of Practice/ Policy / risk assessments:	

Art and Design Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	
Person responsible for Art Codes of Practice/ Policy / risk assessments:	

Motor Vehicle Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	
Person responsible for Motor Vehicle Codes of Practice/ Policy / risk assessments:	

Hair and Beauty Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	
Person responsible for Hair and Beauty Codes of Practice/ Policy / risk assessments:	

Catering Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	
Person responsible for Catering Codes of Practice/ Policy / risk assessments:	

Construction Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	
Person(s) responsible for instructing pupils in the safe use of equipment and correct use of PPE before they use it and checking they use it correctly:	
Person responsible for Construction Codes of Practice/ Policy / risk assessments:	

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	
Contractor responsible for annual full inspection and report:	

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	

Contractor responsible for annual full inspection and report:	
---	--

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	
Person(s) authorised and competent to operate and use:	

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	
Person(s) authorised and competent to operate and use:	

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	
Person(s) responsible for carrying out formal visual inspection and testing:	
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	

Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

EMPLOYEE NAME	JOB TITLE
Person responsible for implementing the requirements of the DSE risk assessment:	

Hydrotherapy Pools

Person responsible for ensuring the swimming pool is: <ul style="list-style-type: none"> • Correctly and safely maintained. • Regular inspections are carried out. • Remedial action is taken or if necessary, the pool is taken out of use where necessary. • Appropriate records are kept 	
Person responsible for selection, inspection, maintenance, training, supervision, safe use, and risk assessment:	
Person responsible for ensuring the hydrotherapy pool is used only by authorised persons in accordance with legal standards and guidance, with lifesavers and adequate supervision etc.	

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from:	
They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Trust. Person responsible for authorising the use of the school minibus, ensuring risk	

assessments are completed, drivers have passed their minibus test etc.	
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	

Substances and Personal Protective Equipment

Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

	PERSON RESPONSIBLE	LOCATION / EXTENSION
Science		
Art		
Motor Vehicle		
Construction		
Hair and Beauty		
Catering (Curriculum)		
Caretaking		
Cleaning		
Catering		
Grounds Maintenance		
Other (please state):		

Copies of all the hazardous substances inventories are held centrally in:	
Person responsible for obtaining the latest Hazards / MSDS and undertaking / updating the COSHH risk assessments:	
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:	

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	
--	--

Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair, and replacement of respiratory protective equipment:	
---	--

Housekeeping and Waste

Cleaning Arrangements

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	

Waste Management and Disposal

Waste will be collected daily by:	
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	

Waste awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire or smoke.

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	
Person responsible for the safe disposal of any hazardous substances or special waste:	
Person responsible for ensuring the safe and appropriate disposal of any clinical waste:	

Manual Handling

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	
Person responsible for monitoring the safety of manual handling activities:	

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	
Person responsible for monitoring the safety of manual handling activities:	

Educational Visits

The Educational Visits Co-ordinator at the school is:	
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	
The Educational Visits Policy is located at:	

Inspections (External & Internal)

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	
--	--

Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Trust	
--	--

Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection, and reporting:	
Person responsible for ensuring follow up action on the report is completed:	

Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	