



Health and Safety Policy

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1. POLICY

1.1 Policy Statement

The King's House School, Windsor is committed to ensuring the health and safety of both its pupils and staff, as well as of parents/carers and other visitors to the School.

The School recognises its obligations under the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety, security, and welfare of all those on the School premises or engaged in its activities. It therefore seeks to continually promote the required standards of health and safety and has implemented the procedures below.

An index of policy contents can be found at Appendix 1.

This policy should be read and applied in conjunction with other relevant policies, including Pupils on Educational Visits, Safeguarding (including Safer Recruitment), and other relevant policies and procedures and with the COVID-19 School Re-opening Risk Assessment, which is regularly updated to reflect how The King's House School, Windsor is maintaining Health and Safety requirements during the COVID-19 pandemic in line with the current Government guidance.

1.2 Objectives of this policy

- (1) To create an effective organisational structure for managing health and safety and develop a positive health and safety culture to support risk management at all levels within the School;
- (2) To systematically assess and manage risk as an effective approach to the prevention of injury and ill-health;
- (3) To ensure the provision of sufficient information, instruction, and supervision to enable all pupils and members of staff to avoid hazards and contribute positively to their own health and safety and that of others;
- (4) To maintain the School premises in a condition that is safe, secure and without risk to health;



- (5) To formulate effective procedures for use in case of fire and for evacuating the School premises;
- (6) To set procedures to be followed in the case of an accident;
- (7) To provide and maintain adequate facilities for first aid;
- (8) To review this Policy on a regular basis and to ensure that the School keeps abreast of any changes to regulations.

1.3 Legal Requirements and Guidelines

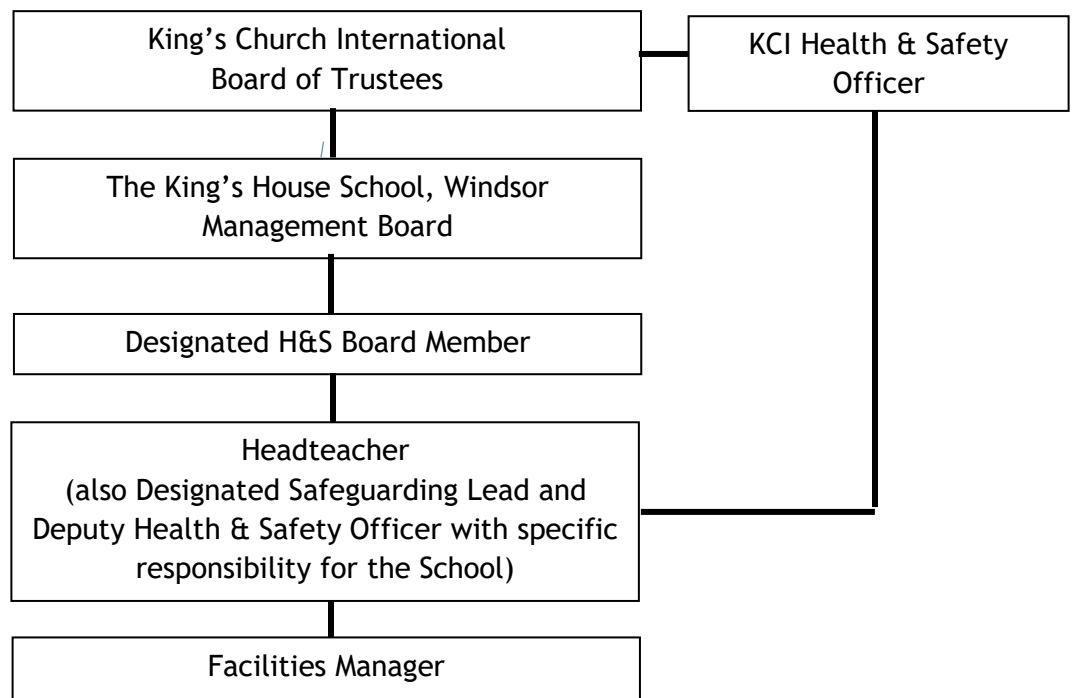
Furthermore, the School is aware of, and will meet, the requirements of:

- (1) The Management of Health and Safety at Work Regulations 1999, by providing and maintaining a written Risk Assessment Record of the risks to the health and safety of its employees whilst at work and others who may be affected.
- (2) The Department for Education's 'Preventing and Tackling Bullying' advice (October 2014), by ensuring that bullying is prevented and, where it does occur, identified quickly and dealt with swiftly, in accordance with our 'Anti-Bullying Policy'.
- (3) The Children Act 2004 and The Protection of Children Act 1999, by ensuring the guidance given under these Acts is successfully implemented in the daily operations of the School, thereby affording pupils the protection required, in accordance with our 'Safeguarding Policy'.
- (4) 'The Sensible Health and Safety management in school' advice from HSE.



2. MANAGEMENT

2.1 Organisational Structure



- The King's House School, Windsor is under the auspices of the charity, King's Church International and is accountable to the trustees. Ultimate responsibility for health and safety lies with the trustees of the charity.
- The KCI Board of Trustees, have appointed The King's House School, Windsor Management Board to oversee the running of the School and it is the School Management Board which has responsibility for operating the Health and Safety Policy, to ensure that health and safety is afforded due priority. The School Management Board's Designated Member for Health & Safety takes a lead on overseeing health and safety matters for the Board and works in concert with the Health and Safety Committee for the Charity.

3. RESPONSIBILITIES

- The following people are responsible for implementing the Health and Safety policy and report to the School Management Board on their responsibilities at least once a term:



3.1 School Management Board's Designated H&S Member

- (1) To oversee all matters relating to the School's premises to ensure that the School premises are maintained in a condition that is safe, secure and without risk to health and fulfil the requirements of the Independent School Standards and other relevant legislation;
- (2) To contribute to the development of the School's long-term plan with regards to the School's accommodation and to monitor the implementation of this plan;
- (3) To review and monitor the effectiveness of all aspects of the Policy and to report back to the School Management Board on a termly basis, or as necessary, should the Policy require more immediate amendment;
- (4) To ensure that any matters of concern or major incidents are reported to the School Management Board in writing and suitable remedial action taken following this report.

3.2 Headteacher / Designated Safeguarding Lead / Deputy Senior Fire Marshal / Deputy Health & Safety Officer (with specific responsibility for the School)

The Headteacher's role and responsibilities in regard to health and safety are;

- (1) To fulfil the role of the Designated Safeguarding Lead; implementing the School's Safeguarding policy;
- (2) To ensure appropriate supervision and first aid cover is provided for all School activities including lunchtimes and off-site visits;
- (3) To implement the School's "Anti-Bullying" policy
- (4) To ensure any health and safety concerns expressed by staff are appropriately investigated and acted upon;
- (5) To ensure that parents/carers are made aware of the Policy and parents/carers and visitors are appropriately informed of the relevant safety procedure.
- (6) To ensure fire safety procedures are followed including regular training and evacuation drills
- (7) To identify anything which may include higher risk activities and complete a risk assessment as per appendix 7.
- (8) To ensure that all members of staff receive a copy of the Policy, and understand fully both its content and the responsibility that it may place upon them regarding the health and safety of the pupils;



- (9) To ensure appropriate security measures are put in place to uphold the safety of both pupils and members of staff for the duration of School activities;
- (10) To manage the cleaning staff, ensuring the School premises are cleaned satisfactorily and according to the agreed timetable;

3.3 Health and Safety Officer

The main responsibilities of the Health and Safety Officer, working in-conjunction with the Deputy Health & Safety Officer are:

- (1) To make sure that all aspects of the Policy are carried out efficiently and effectively;
- (2) To work with the Senior Fire Marshal to ensure that fire regulations are fully satisfied throughout the premises and ensure that fire drills are carried out termly, and the results reported in accordance with the emergency evacuation procedure, as well as weekly checks of the fire bell at a specified time;
- (3) To ensure that suitable training and awareness are provided for members of staff regarding fire safety, first aid, and manual handling;
- (4) To ensure the safety of all electrical equipment is tested regularly, including the testing of all portable appliances;
- (5) To make arrangements for the implementation of the accident reporting procedure, in accordance with the requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [RIDDOR], and to draw this to the attention of all members of staff as necessary;
- (6) To ensure the School premises are maintained in a condition that is safe, secure and without risk to health;
- (7) To ensure regular checks of the School premises are performed by the Facilities Manager, any areas of concern reported to the School Management Board and Board of Trustees in writing and suitable remedial action taken following this report.

3.4 Facilities Manager

The main responsibilities of the Facilities Manager are:

- (1) To take a lead role in maintaining the School premises in a condition that is safe, secure and without risk to health;



- (2) To perform regular checks of the School premises, notifying the Health and Safety Officer and Headteacher of any potential issues;
- (3) To take a lead role in ensuring the appropriate security measures are implemented consistently on the School site and notify the Health and Safety Officer and Headteacher of any potential issues;
- (4) To ensure the activities of other contractors and organisations present on the premises are suitably monitored, as far as is reasonably practicable.

3.5 Employees and volunteers

Employees have a duty to look after their own and others' health and safety. Employees, school staff and others also have a duty under common law to take care of pupils in the same way as a prudent parent.

This policy will be brought to the attention of, and/or issued to, all members of staff and a reference copy will be kept in the School Office.

3.6 Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's Health and Safety Policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with the school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided



for safety or health reasons.

3.7 TRAINING OF STAFF

All staff will receive health and safety training, as part of their induction. Each member of staff is given a copy of the health and safety policy with the expectation that it will be read, understood and applied to their work environment. Health and safety assessment is ongoing and forms part of the weekly staff meetings. Updates and changes are communicated to staff as they occur.

Staff who identify themselves as needing additional training will be supported.

4. RISK MANAGEMENT

4.1. Risk Policy

The Risk Assessment policy is shown in Appendix 2 and details the approach to risk assessment, responsibilities and specific areas requiring assessment. Further information about the overall methodology to be used for risk assessment, can be found at Appendix 3.

4.2 Risk Assessment

Risk Assessment is fundamental to the effective management of health, safety and welfare issues whilst on the School premises. All staff are expected to recognise risk assessment as an important and continuous process and not a form-filling exercise.

- Risk Assessments are performed regularly to assess the School's activities and the facilities used in order to identify any that could cause harm to people, and identify the practical steps required to eliminate or minimise these risks;
- All risk assessments are reviewed at least once a year; or for occasional activities, prior to that activity being undertaken;
- Health and Safety is on the agenda of every weekly staff meeting - helping to develop a culture of taking great care of the children and of all involved in the life of the School. This weekly agenda item also helps ensure that staff are aware of their responsibility to look out for and raise any matters of concern regarding health and safety;



- A maintenance log is kept by the Headteacher and Operations Manager so that any matter of concern can be brought swiftly to the attention of the Health & Safety Officer/Facilities Manager;
- The Facilities Manager is responsible for ensuring that the risks identified on this log are assessed and acted upon. The log is reviewed at least termly at a meeting chaired by the Health & Safety Officer to ensure that appropriate actions have been taken or scheduled.
- More information on completing risk assessments can be found in Appendix 3.

4.3 Checks

Regular health and safety checks form an important part of risk assessment and help promote a positive culture of health and safety awareness within the School. At the King's House School, Windsor the following regular checks are carried out:

- Daily checks: Designated members of staff carry out health and safety inspections before the start of the school day. This ensures that any hazards that have appeared overnight or during the weekend can be dealt with before pupils arrive.
- Monthly checks: A more thorough inspection of the premises and large equipment is carried out on a regular basis, usually monthly, by the Facilities Manager. This ensures that any deterioration to the premises or equipment is dealt with before it becomes a hazard.

5. HEALTH (see also Appendix 4 H & S daily checklist)

5.1 First Aid Arrangements

Please refer to our First Aid Policy and Procedures.

5.2 Managing Accidents and Illness

Please refer to our First Aid Policy and Procedures.

5.3 Reporting Accidents and Illness

Please refer to our First Aid Policy and Procedures.



5.4 Administering Medicine

Please refer to our First Aid Policy and Procedures.

5.5 Managing illness in the case of a possible COVID-19 infection

Please refer to our First Aid Policy and Procedures

5.6 Allergy Awareness

We are a nut aware school. We recognise that although most food intolerances produce symptoms that are uncomfortable, some people can suffer a severe food allergy with more serious consequences and in some instances these may even be life threatening.

Parents are required to advise the School of any known allergies their child has, and the action that should be taken if their child develops the symptoms of an allergic reaction while in school. This information is displayed in the school hall as a visual aid for staff. The child's class teacher and other staff will also be given further training where necessary to ensure they can take action should the child develop an allergic reaction at school.

All staff including volunteers are made aware of any known specific allergies that children may have. While we cannot guarantee that the School is a nut free or allergen free environment at any time, we will take the following steps:

- We will endeavor to make the classroom areas they use as free from the allergen as possible i.e. ensuring the products used in that classroom including soaps and play items like playdough are free from the specific allergen.
- Cookery lessons are planned in such a way as to ensure the ingredients used and recipe followed means all children can participate and the allergies of children in that class are taken into account.
- There is a strict 'no sharing' policy in place at break and lunchtimes to ensure children only eat the food provided to them by their parent/guardian. Children are always supervised whilst eating, and staff enforce the 'no sharing' rule, as well as remaining close by to any younger pupils with allergies to ensure they do not consume the food of other pupils. Class teachers will assess whether it is necessary to keep lunch boxes out of reach where a child has a nut allergy and for informing any lunchtime supervisors of such precautions.



- Where the School might occasionally provide food to pupils on special occasions, these will always be checked to ensure they are suitable for all pupils and contain no allergens.

5.7 Eating Disorders

- There is a strict 'no sharing' policy in place at break and lunchtimes to ensure children only eat the food provided to them by their parent/guardian. Children are always supervised whilst eating, and staff enforce the 'no sharing' rule, as well as remaining close by to any younger pupils to ensure they do not consume the food of other pupils.
- All staff including volunteers are instructed and reminded regularly of the need to check that pupils are not regularly using the toilet facilities directly after they have eaten lunch. They are instructed that they should be monitoring this on a daily basis and sharing any concerns with the Designated Safeguarding Lead where concerns arise.

5.8 Hygiene

- Hands should be washed thoroughly with soap and water after using the toilet, and dried with the towels provided. Instructions showing these steps will be displayed in each washroom.
- Before handling food, staff should wash their hands thoroughly and ensure any cuts/abrasions on their hands are covered with a waterproof dressing. Surfaces should be wiped and utensils thoroughly cleaned before use.
- To ensure effective infection control, pupils displaying symptoms of infectious illnesses/diseases will be advised to stay away from School for the recommended period of time, in accordance with the HPA Guidance on Infection Control in Schools. These guidelines are displayed in each washroom.
- Toys and other equipment are cleaned on a regular basis. In the case of infectious illness amongst pupils, toys and equipment should undergo additional cleaning.
- Any spillages or wet patches on the floor must be cleaned up immediately. If the spillage involves blood or body fluid, the spillage kit should be used and disposable gloves and apron worn.
- Disposable gloves, aprons, soiled dressings and other waste that could cause contamination should be double bagged and disposed of in the sanitary waste bin. Sharps should be discarded straight into the sharps box.



- Soiled clothing should be double bagged and sent home in the child's School bag for washing.

5.9 Cleaning

- The School premises are thoroughly cleaned every day by the School's contracted cleaners outside of School hours. If for any reason cleaning needs to take place during School hours, pupils will be kept away from areas being cleaned.
- Members of staff responsible for cleaning are provided with personal protective equipment (PPE).
- Cleaning products are kept in the Cleaning cupboard, which is located outside of the secure School Zone. The contracted cleaners are responsible for ensuring these are put back in the cleaning cupboard after cleaning.

5.10 Changing Nappies/'Pull-ups'

It is recommended that children are potty-trained before starting Pre-school. However, we realise that this is not always possible.

If a pupil is not yet potty trained, permission will be sought from the parent/carer to change the child's nappies/'pull-ups' (see Appendix 4) and the following procedure followed each time:

- Parents are asked to ensure the child has a clean, dry nappy when they arrive at School. If the child stays for just the morning session, members of staff will only change the child if the nappy is soiled; if the child stays all day, staff will change the child if the nappy is soiled and also after lunch.
- Staff should change the child in one of the Early Years toilets.
- Disposable gloves and an apron are to be worn every time a child is changed and hands should be thoroughly washed afterwards.
- While changing, the child's skin should be cleaned using disposable wipes/creams provided by the parent/carer as needed.
- After changing the child, the dirty nappy, wipes and gloves will be double bagged and placed in the nappy disposal bin, which is emptied on a daily basis. If soiled, the apron may also be disposed of in the same way. Any soiled clothing will be double bagged and placed in the child's School bag.



- Staff should ensure that the area is wiped ready for next use and complete the 'Nappy changing chart' with the child's name, the time changed and a signature.

5.11 General Health Precautions (see also H & S daily checks at Appendix 5)

It is the responsibility of all members of staff, and parents/carers, where appropriate, to ensure the following general health precautions are taken:

- All work areas, stairs and gangways must be kept clear and tidy, and drawers and cupboard drawers must always be closed after use.
- Members of staff should not attempt to lift anything that is too heavy, and will be shown how to lift and carry items correctly as part of their Health and Safety induction training.
- Members of staff should assess any particular hazards in the subjects they teach or the equipment they use, and request appropriate training if necessary.
- Parents/carers should provide sun hats and apply high-factor sun block to their children before School during periods of hot and sunny weather.
- If a pupil is found to have head lice, the parent/carer should inform the Headteacher immediately. The Headteacher will advise what action should be taken, in accordance with the HPA guidance on Infection Control.

6. SAFETY

6.1 Fire Safety

Detailed fire assessment procedures are shown at Appendix 6.

6.1.1 Senior Fire Marshal: Role and Responsibilities

The Senior Fire Marshal, a full-time member of staff, ensures that fire regulations are fully met throughout the premises as detailed below:

6.1.2 Fire Risk Assessment

A Fire Risk Assessment is performed annually for the School premises, paying particular attention to those at special risk, i.e. those with disabilities and special needs.



Every individual who has a disability which may affect their ability to recognise that an emergency is taking place or to evacuate a building unaided will have a Personal Emergency Evacuation Plan drawn up (PEEP). This will be required for anyone who could have a problem escaping in an emergency, anyone with a temporary impairment (e.g. pregnancy, injury etc), and anyone with a long-term or permanent impairment (e.g. hearing, sight, cognitive etc.). PEEPs will be produced in conjunction with the Headteacher and other relevant staff and will be specific to the needs of the individual in question.

6.1.3 Fire Drills

Fire drills are held once a term. The fire alarm is tested once a week.

Any defects receive immediate attention and a record of tests is kept in the Fire Log Book.

6.1.4 Maintenance of Fire Fighting Equipment

Each heat detector, smoke detector, fire extinguisher and fire blanket is tested by an accredited agent at least once a year.

6.1.5 Staff Training

All members of staff are made fully aware of the fire safety procedures. Fire Marshals receive training in their responsibilities for identifying fire hazards; in evacuation procedures and in the use of the fire-fighting equipment. A log of training is kept in the Fire Log book. Updates are given at whole staff meetings at least annually.

6.1.6 Fire Evacuation Procedures

All pupils are reminded at the beginning of each term about the various Fire Routes, Fire Exits and the Fire Assembly Point in a manner appropriate to the age of the pupils.

A copy of the Fire Evacuation Procedures is displayed in each classroom, as well as in the School Hall.

In the event of a fire, all buildings will be evacuated promptly using the designated fire exits.



There are four, clearly identifiable Fire Exits on the Main School premises:

- The Upper Junior Learning Centre Fire Exit leading to the playground
- The School Hall Fire Exit leading to the playground
- The School Reception Entrance Fire Exit leading onto Frances Road
- The School Side Entrance Fire Exit leading onto Frances Road (via Headteacher's Office stairs)

The stand-alone Early Years Centre has two sets of double doors at either side of the building for fire exits.

If a member of staff or pupil discovers a fire, they must raise the fire alarm immediately by activating the fire alarm. Fire alarm points are located inside the School Hall, the Upper Junior Learning Centre and the Lower Junior Learning Centre corridor. The fire alarm is signified by the continual ringing of the bell.

Fire extinguishers are located in the School Hall, the Lower Junior Learning Centre corridor, the Upper Junior Learning Centre and the Early Years Centre. Further fire extinguishers and a fire blanket are located inside the Staff Room and on the stairs leading to the Headteacher's Office. In each case, both foam and carbon dioxide fire extinguishers are provided. Fire extinguishers should only be used by members of staff who have received training. The priority should always be to safely evacuate all people from the building.

One of the Fire Marshals must call the fire brigade at once. This person must also be on hand to assist the fire brigade when they arrive and ensure they can gain access to the building.

All members of staff and pupils must make their way outside to the Fire Assembly Point in a calm and efficient manner, using the nearest available fire exit, and be instructed to line up. The Fire Assembly Point is located by the gate at the far-end of the playground and is clearly marked.



Staff should ensure that all the pupils have left the classroom. They should, wherever possible, close all windows and doors on the way out of the classroom. All possessions should be left behind.

The member of staff present in each classroom at the time should ensure they take their class register to the Fire Assembly Point. Otherwise, the School Operations Manager or Fire Marshal should bring the visitor book and any class registers from the School Office. Registers will be called to ascertain whether anyone is missing.

Should the fire alarm sound at playtime or lunch time, the supervising member of staff will instruct children to stop and proceed to the Fire Assembly Point. All staff inside the building will leave by the closest exit and also proceed to the Assembly Point. The normal procedures will then be followed.

No pupil or member of staff will be allowed back inside the building until instructed by the one of the Fire Marshals.

6.1.7 Fire Log Book

The Senior Fire Marshal is responsible for ensuring a dedicated Fire Log book is kept, which should be made available for inspection by the Fire Authority at any time.

The Fire Log book includes the following:

- The fire emergency plan
- A list of responsible persons
- The Fire Risk Assessment for the King's House property
- Details of routine staff training
- A record of fire drills
- A record of fire alarm tests
- A record of emergency lighting tests by fire servicing company

In addition fire marshals perform daily checks for any fire hazards including ensuring fire evacuation routes are clear and emergency lights are working.



6.2 Car Park Safety

In order to minimise risks associated with the car park, the following precautions have been taken:

- A 5mph sign and 'Slow - Children' sign are displayed at the car park entrance, as well as a speed bump, to help reduce the speed of cars coming into the car park.
- A one-way approach system will be in place for all regular users of the car park. All staff will be briefed during their induction training that they may only approach the car park via Frances Road, by turning left into the car park, and they may only turn left out of the car park. A 'turn left' sign is also displayed at the car park exit as a reminder to drivers.
- Parents/carers are asked to park offsite using metered parking along Frances Road or other nearby streets.
- The Travel Plan Coordinator will work with the Health and Safety Officer to monitor use of the car park and address any issues as they arise. Parking permits have been issued to all school staff members.

6.3 General Safety

- Members of staff should ensure that pupils do not interfere with or misuse any of the fire safety equipment, and report any such behaviour to the Senior Fire Marshal or Deputy Senior Fire Marshal.
- Members of staff should promptly report anything that seems dangerous, damaged, or faulty to the Facilities Manager and/or the Health and Safety Officer, including electrical equipment.
- Members of staff must ensure that pupils do not use or touch electrical equipment or appliances without permission or if unsupervised.
- Members of staff must ensure that entrance areas are kept clear of all obstructions at all times.
- Members of staff must ensure that all the relevant safety equipment, such as goggles or protective clothing, is used where appropriate, for example in Science lessons.
- Any chemicals for use in Science lessons must be stored in a locked cupboard.



- Both the School Office and the Staff Room are out of bounds to pupils unless accompanied by a member of staff.
- All electrical equipment shall be safety tested every year

6.4 Security

Given that the welfare of the pupils at The King's House School, Windsor is its paramount responsibility, all members of staff are trained to appreciate their responsibility for helping keep the pupils safe at all times. The staffing ratio has been designed in order to ensure that every pupil is supervised for the entire length of time that they are in the School's care. Please also refer to the Supervision policy and Missing Child policy.

6.4.1 Secure School Zone

The King's House School, Windsor is located in 77 Frances Road, a separate and secure building within King's House adjoining 77a Frances Road which combines office space for King's Church International and residential accommodation for members of King's Church International. All premises have separate entrances and exits and are not interlinked in anyway.

To ensure full physical security and safety for the pupils, the School Management Board has created a robust security procedure which has been clearly communicated to all members of the School's staff.

- The School zone is used exclusively by the School and is kept locked at all times. Classrooms are also kept locked out of School hours.
- Some of the doors leading to the 'staff only areas' are secured with coded locks. These locks can be opened from the inside by adults, for fire safety reasons; however, they can only be opened from the outside by members of staff in possession of the security code, who will have undergone all of the relevant security checks and training. The code for these locks is changed at regular intervals to maintain confidentiality.
- The School has a dedicated entrance via the garden/playground as well as a dedicated school reception on Frances Road, which are separate from the Church Office entrance and the Residents' entrance.



- The garden/playground is only available for School use. It is fenced all the way around and there are secure gates separating it from the two car parks. The gates have a security code, which is only known by core members of staff, and are kept locked at all times.
- The School Hall may be hired by King's Church International for other events. Any bookings must be authorised in advance with requests being made to the Headteacher using the booking procedures. Approval will then be sought from the School Board for any non-School related use of the School site. There are set procedures in place, which must be followed for the duration of any hire period. (See Appendix 7).
- Parents are not permitted to enter the School building during drop-off and pick-up times for primary school children, unless they have signed in as a visitor (see 6.3 Visitors). Parents dropping Pre-school or Reception children off, may enter the classroom to settle their children briefly until 8.45am.

6.4.2 Supervision (for more detailed information please refer to the Supervision Policy.)

- Pupils are not left unsupervised in the classroom or school buildings either during lessons or at any other time during the School day.
- Two members of staff are always on playground duty during break times. If a pupil is injured in the playground, the member of staff on duty will ask one of the eldest children to go and get another member of staff if there is not a second adult in the playground already.
- All pupils should be outside at playtimes unless they have staff permission to remain indoors.
- Pupils should not arrive at School before 8.30am, unless a parent/carer remains with them or a member of staff has agreed to supervise them for a specific reason e.g. scoring homework. A member of staff is on playground duty from 8.15am.
- Pupils are not left unaccompanied in the School Hall or playground at the end of the day. Once parents/carers arrive at School at the end of the School day, they are asked to take responsibility for their children. If a pupil has not been collected by their parent/carer by 3pm, the pupil will remain in the School Hall with a member of staff whilst their parent/carer is contacted regarding their collection. (See also the



Supervision policy for more information on the procedures for late or non-collection of pupils.)

6.4.3 Visitors

- All visitors are directed to report to School Reception on arrival at the School.
- At the School Reception, visitors are required to enter their details in the Visitor's Book, including the date, their full name, the purpose of their visit, who they are visiting, their car registration number, and their arrival and departure time. This is important to keep an accurate record of who is on site at all times.
- They are then issued with a visitor badge, which they are required to keep clearly displayed on their person throughout their visit.
- It is the responsibility of the member of staff receiving a visitor to accompany him/her throughout the visit.
- Members of staff have been briefed about the importance of politely challenging any unrecognised visitors not wearing a visitor badge, directing them to the School Reception where necessary, and notifying the Headteacher where necessary. This is particularly important at the beginning and end of the day.
- Members of staff are briefed on who parents/carers have authorised to collect their children in their absence. They must not allow any other person to collect pupils without first obtaining the parents'/carers' permission.
- Pupils are briefed about the importance of notifying a member of staff if they notice someone in the School who does not have a visitor badge displayed.
- Parent volunteers undergo the necessary safeguarding checks and training before they begin regular volunteering at the School. A parent who has not completed these checks may only volunteer in a temporary capacity and will be treated as a visitor and supervised by a member of staff at all times.

7. CRITICAL INCIDENTS

A critical incident is a major occurrence either on-site or off-site that will affect the School, its people and reputation - such as a major accident or trauma, death, emergency alert issued by the government, contagious illness, paedophilia or embezzlement charges.



Our policies are designed to address both the potential emotional and psychological harm to pupils and staff, and also the potential media interest.

Appendix 7 details the Bomb Procedure and the Threat Level Check Sheet.

The School's critical incident procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. A termly drill will be undertaken with all staff and pupils so as to familiarise everyone with the correct procedure.

7.1 Immediate action in the case of disaster

- (1) The Headteacher will contact the relevant emergency services immediately (where there is significant public or media interest this will include asking the police to assist with controlling access to the School);
- (2) If there is a dangerous person on the premises the first action is still to contact emergency services. Staff should use the designated walkie-talkies to raise the alarm. If they do not have access to the walkie-talkie or a phone they should consider using the fire alarm system to raise the alarm (as long as a fire evacuation will not have the effect of sending children towards the dangerous person). Where possible teachers should take pupils to a safer place and secure access to that area; otherwise children should be instructed to hide and be quiet. The first teacher to become aware of the dangerous individual should also, where possible, use the designated walkie-talkies or other phone to alert the Headteacher who will inform the other teachers.
- (3) Where possible, the Chair of the School Management Board will be contacted immediately to agree a plan of action.
- (4) Roles will be allotted to members of staff and members of the School Management Board, as appropriate. It may be necessary to elect a Critical Incident Team.
- (5) Parents/carers will be contacted as explained below. If pupils are off-site, parents/carers will be re-united with their children as quickly as possible.
- (6) If the School premises are damaged, dangerous or cordoned off by the police, the headquarters for managing the incident will be located at another suitable building near the School (at the house of a member of staff or another building made available to the School such as the office of another school or a business).



- (7) If the disaster is abroad, a contact will be opened up to authorities in the foreign country through the appropriate embassy or the Foreign Office. Arrangements will be made to get a senior member of staff and someone familiar with the language, if possible, out to the scene of the critical incident as a matter of urgency to take charge from the members of staff involved.

7.2 Communication

7.2.1 Communication to parents/carers

- Parents will be contacted by phone
- Only nominated members of staff and School Management Board have the authority to contact parents/carers.
- In communicating about a critical incident, such persons will have a written list of known facts issued by the Headteacher or the Chair of the School Management Board. They will only say what is known for a fact, how parents/carers will be updated as information becomes more complete, how parents/carers should contact hospitals etc., and check whether any help is needed with transport etc.
- While the School's primary initial responsibility is to parents/carers whose children have been involved in the critical incident, there will be other parents/carers who will want to know what has happened. Depending on the circumstances, it may be necessary and appropriate to send a written account, post information on the School website, or use the media to communicate with parents/carers. The Headteacher will make the decision as to what action is appropriate.

7.2.2 Communication to Pupils

- If a disaster occurs during the school term, the first priority will be to ensure that pupils know what is true, and the second priority will be for the School community to share, as appropriate, its shock or grief.
- The pupils will be told the plain facts by selected staff either in classes or in a school assembly; selected staff will then go round to the various classes to answer their questions.



- If a disaster occurs during the school holidays, special arrangements may need to be made in order to allow families, friends, and others to come into School, and for an appropriate member of staff to be available to inform and support. This will be determined by the Headteacher.

7.2.3 Communication to relatives of staff

- Relatives of staff will also need to be contacted before they hear of an incident via the media
- This will be done in the same way as parents / carers, with priority given to any teachers injured or directly involved

7.2.4 Communication to the Media

- Statements to the media will only be made after discussion with the Headteacher and the School Management Board.
- The Chair of the School Management Board will make a statement at the earliest and most appropriate moment.
- Members of staff and the School Management Board will refer all questions to the Headteacher and must refuse to make any comment or react to any statement put to them by the media.
- It is the responsibility of the Headteacher, in consultation with the School Management Board, to determine whether a press conference should be arranged in a place away from the children.
- Pupils will be kept away from the media and the importance of this will be explained to the pupils.
- No addresses will be given to the media.

7.3 Reporting Critical Incidents

Any serious injury or death must be reported to the Health and Safety Executive (HSE) in accordance with RIDDOR: the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.



Any member of staff who becomes aware of such an incident must report it immediately to the Headteacher or Health & Safety Officer who will ensure that it is reported to the enforcing authority without delay. If there is any doubt as to whether an incident is reportable it must be communicated to the Headteacher or Health & Safety Officer who are responsible for consulting HSE, ISI and Ofsted regulations. If any doubt remains they must contact the reporting authority without delay.

For a full definition of reportable incidents the HSE, ISI and Ofsted guidance should be consulted, but by way of illustration these include:

- Death (including if a worker dies as a result of occupational exposure to coronavirus)
- major injury
- injury that prevents someone assuming their normal duties for more than 3 days
- a reportable disease (eg poisoning, some skin diseases, lung diseases and infections & a person at work being diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus)
- a dangerous occurrence that could clearly have caused a major injury (eg a serious explosion, equipment collapse, electrical fault or an accident or incident at work that has or could have, led to the release or escape of coronavirus)

The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work. Please see <https://www.hse.gov.uk/coronavirus/riddor/index.htm> for more information on COVID-19 related RIDDOR reports.

Such incidents should be reported to the Incident Contact Centre:

- By phone: 0345 300 9923 (8.30 - 17.00 Monday - Friday)
- By internet: <http://www.hse.gov.uk/riddor/report.htm>

Review Leader:

Headteacher (Deputy Health & Safety Officer)

KCI's Health and Safety Officer:
Policy last updated:
Policy due for review:

Joanne Pswarayi
January 2024
January 2025



Appendix 1

RISK ASSESSMENT POLICY

1. INTRODUCTION

At The King's House School Windsor, we recognise the importance of the process of risk assessment to enable us to safeguard our pupils and promote their welfare.

This policy is to be used in conjunction the School's Health and Safety Policy, of which this policy forms part, and with all other policies related to health and safety, and individual risk assessments.

The purpose of risk assessment is to identify hazards and evaluate any associated risks. This includes such areas as:

- Safeguarding
- Health and Safety
- Security
- Fire Safety
- Site Security
- School Trips
- Critical incidents

Other areas include:

Educational

- Some Science activities
- PE and Sport Activities

Child Protection and Pastoral Care

- Our Safeguarding Policy outlines the procedures in place to identify children at



risk beyond the environs of school.

Medical and First Aid

- Our First Aid Policy outlines the procedures for managing children's medication.
- Our First Aid Policy outlines the procedures for managing first aid
- The Headteacher / Health & Safety Officer is responsible for reporting any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

2. PROCESS

Risk assessment is a subjective but logical process which can be broken down into seven steps:

1. Identify the hazard
2. Decide who, or what, might be harmed and how
3. Evaluate the risks, (including likelihood and severity), and decide on precautions
4. Controls
5. Record significant findings, actions, (including how these will be communicated to the relevant people, learn lessons and implement them.
6. Date completed
7. Review the assessment and update, if necessary

3. RESPONSIBILITIES OF ALL STAFF

All members of staff and volunteers are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training will be given to those whose work requires it.



However, staff and volunteers are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head teacher, and other members of the school leadership in order to enable the Proprietor and School Management Board to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Head teacher and/or the Health and Safety Officer within King's Church International.

4. PREMISES RISK ASSESSMENTS

The School conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated and approved by the Headteacher and her support staff, and will liaise as necessary, with the King's Church International, Health & Safety Officer.

The school employs specialists to carry out checks/assessments in asbestos, legionella, gas safety, electrical safety and fire safety (also see Fire Safety & Procedures Policy).

Risk assessments are available for all staff to view and are held centrally in a shared folder within the Head teacher's office and on the Intranet. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

5. INDIVIDUAL RISK ASSESSMENTS

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Head teacher or her nominated deputy. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform the Headteacher of any medical conditions (including pregnancy) which may impact upon their work.

It is the responsibility of all parents to inform the Headteacher of any medical conditions relevant to their children at enrolment or during subsequent years.



5.1 CURRICULUM ACTIVITIES

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department/subject teachers as detailed below.

These assessments should be incorporated within the scheme of work, lesson plan etc.

In order to assess the risks adequately, the following information should be collected

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, i.e., size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details.

5.2 STATUTORY TESTS

We will comply with best practice and any statutory requirements for premises maintenance including the following. Further details may be found in the school's Health and Safety Policy and Fire Safety Procedures.

- Fire Extinguishers
- Fire Alarm
- Fixed Electrical Wiring Installation
- Emergency Lighting Inspection and Test
- Gas Equipment
- Portable Appliance Testing (PAT)
- Legionella survey/risk assessments
- Asbestos



5.3 HEALTH AND SAFETY CHECKS

A general inspection of the site will be conducted on a regular, usually monthly, basis and be undertaken/coordinated by the Facilities Manager.

The person(s) undertaking the inspection will complete a written checklist. This is reviewed at the half termly Health & Safety meeting. However, if there are any urgent matters arising from the inspection, the Head teacher would be informed immediately and the matters addressed by the relevant person.

The Designated H&S Board Member will undertake an audit of the school's health and safety management systems on a termly basis and report back in School Management Board meetings.

5.4 FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher in liaison with the KCI Health & Safety Officer is responsible for ensuring the school's fire risk assessment is undertaken and implemented.

The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis. This can be found on the Intranet.

5.5 INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Facilities manager is responsible for ensuring that the school's fire equipment and alarm system are regularly inspected and maintained and records kept up-to-date in the fire log book located in the KCI Finance office.

The Senior Fire Marshal is responsible for ensuring the weekly bell test and termly fire drills take place and are recorded in the school fire log book located in the School Reception area and the office fire log book located in the KCI Finance Office respectively.



5.6 DISPLAY SCREEN EQUIPMENT (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992, as amended 2002, impose the following key duties on employers to:

- carry out risk assessments of DSE workstation
- incorporate work breaks/activity changes;
- provide a free eye test and glasses (where **specifically** required for working with DSE - these should be a basic pair of frames and lenses);
- provide training and information relevant to the tasks being undertaken.
- all staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour or more at a time) e.g. admin/office staff, shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required **specifically** for DSE use).

5.7 ASBESTOS

Ineffective management of asbestos presents a risk to children and staff.

The whole of the King's House premises has been inspected for the presence of asbestos. A small amount of asbestos was identified in the 77a Frances Road porch. An asbestos management plan and risk assessment are in place to help manage it safely. A record of the annual inspection checks are kept in the KCI Health and Safety folder.

5.8 MANUAL HANDLING

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely. Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.



5.9 STRESS

The King's House School, Windsor is committed to promoting high levels of health and well-being and recognize the importance of identifying and reducing workplace stressors through risk assessment, where necessary. The Headteacher and School Management Board remains vigilant to the possibility of work-related stress and will take appropriate action depending on the circumstances identified. A health declaration is completed by the individual at the induction stage, which will help to identify where pre-existing conditions exist.

5.10 FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular science and DT) staff are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance. COSHH training and policy are in place for cleaning staff. COSHH items are stored in locked cleaning cupboard.

5.11 CONTRACTORS

Significant building/repair works are not usually carried out during term-time, except in emergencies. The Head teacher and Facilities Manager are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls/risk assessments are in place and working effectively.

5.12 LEGIONELLA

A legionella risk assessment of the School has been completed by an external specialist company, who conduct regular checks. The Facilities Manager is responsible for ensuring that



any identified actions, e.g. regular water temperature checks, are conducted and recorded where necessary.

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

5.13 WORKING AT HEIGHT

Working at height can present a significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled.

5.14 OFFSITE VISITS

Risk assessments for offsite visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place
2. Visit/site specific risk assessments, which will differ from place to place and group to group
3. Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the School's Educational Visits Co-ordinator(s) / Headteacher who will check the documentation and planning of the trip and if acceptable will approve the visit.

The school holds a separate policy for offsite visits.



5.15 UNSAFE AREAS

- We ensure that pupils understand why they do not have access to potentially dangerous areas, such as the roof and storage areas. Where there are not fire escapes, doors to these areas are kept locked at all times when not in use.
- All flammables are kept securely locked.
- Pupils do not have access to catering, maintenance and cleaning stores of the school.

5.16 SWIMMING POOLS

When using a swimming pool the Head teacher will ensure a Health and Safety Risk Assessment has been completed by the managers of the pool. A School Risk Assessment will also be conducted by the Head teacher / Educational Visit Co-ordinator.

5.17 FARM VISITS

A Risk assessment must be completed prior to a visit to a farm. Risks to be addressed should include those arising from the misuse of farm machinery and the hazards associated with E-coli food poisoning and other infections.

5.18 SCHOOL PETS

A Risk assessment must be completed prior to acquiring pets that will be residential on the school premises. Risks should be addressed to ensure hazards associated with animals/reptiles are clearly identified and appropriate risk assessments are carried out to prevent danger or harm to pupils, teachers and volunteers. It is also important to address ways to prevent animals/reptiles being mistreated whilst in the care of the school.



6. UPDATES AND REVIEWS

All risk assessments are reviewed and communicated at least annually.

We acknowledge that risk assessments must **not only** be updated when there is a relevant change of circumstances, when major structural work is planned or in the event of an accident, **but also** reviewed and updated regularly to be effective.

7. ASSESSMENT

The risk assessments above are assessed by the Head teacher together with the Designated Health and Safety Board Member.

Policy Last Updated:	January 2024
Next Review Date:	January 2025



Appendix 2

Risk Assessment Template (Example)

Hazard	Risk	Likelihood <i>High</i> <i>Medium</i> <i>Low</i>	Severity <i>High</i> <i>Medium</i> <i>Low</i>	People at Risk	Controls <i>Eliminate</i> <i>Reduce</i> <i>Accept</i> <i>Ensure</i>	Action <i>How will changes /controls be communicated to the relevant people</i>	Responsible	Date Completed
		Medium	High	Children at school	Reduce			

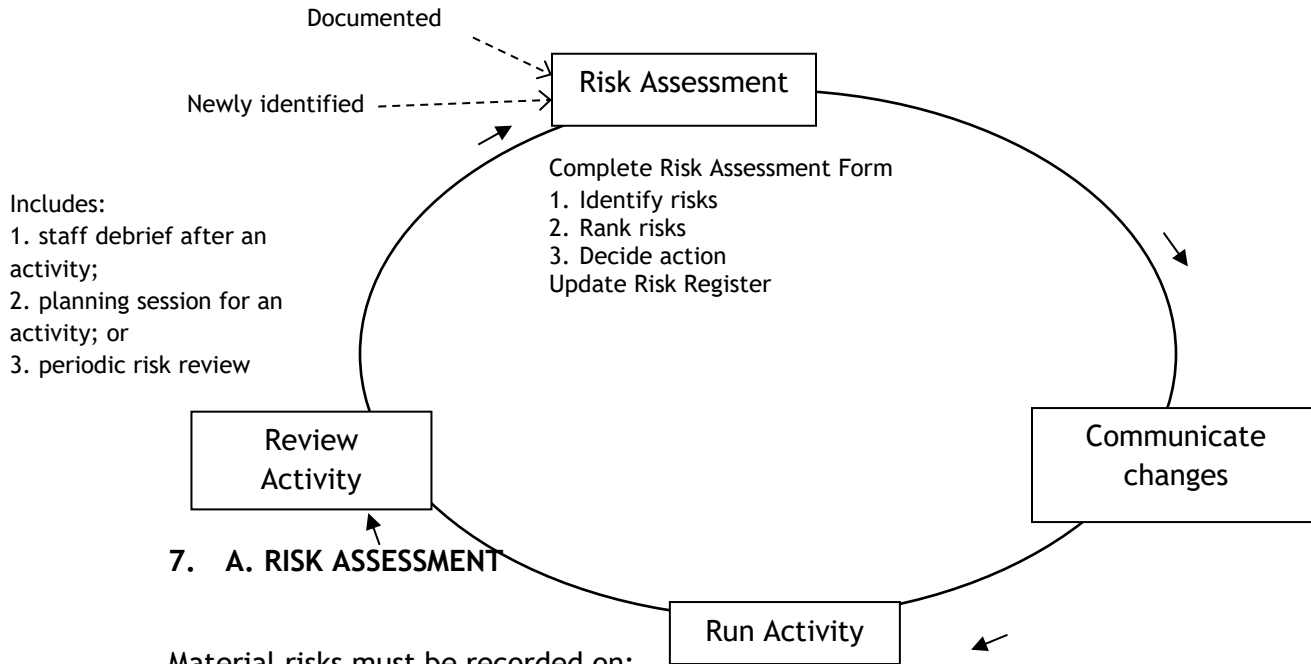
Written by	Type name	Person who reviewed and agreed the assessment	Type name
Date	Type date	Date	Type date

The process of Risk Management

This diagram is taken from King's Church International's Risk Management Policy

This document explains how risks are to be managed - in accordance with the King's Church International Risk Management Policy approved by the Board of Trustees.

Risk Management follows the following process:



Material risks must be recorded on:

1. *a Risk Assessment Form; &*
2. *the Risk Register*

The steps below explain the process to be followed when completing these two documents.

Where it aids clarity, one risk assessment form may be done for an entire event

1) Identify risks

i) The people responsible for identifying risks are:

<i>Type of risk</i>	<i>“Responsible Person”</i>	<i>Includes (among other things)</i>
a) Operational	Head of the relevant department	Risks arising from the school activities Risks to participants, to the environment, or to the finances or reputation of the school
b) Governance	School Board	Risks of ineffective management of the Trust; of financial failure; or of poor strategic direction



- c) Compliance School Board risks of non-compliance with law or regulations (including charity, tax and environmental law and regulations)

When ANY new activity or special event is planned, the head of the relevant department must, ensure a risk assessment is done

Whenever an existing activity is changed or an annual event happens, head of the relevant department must ensure the Risk Assessment is updated

(Changes to existing activities would include for example: moving to a new venue; or a change the type of people entitled to attend an event)

ii) Early Warning system

Any individual involved in the activities of the school may notify a potential risk. They should contact the head of the relevant department to inform them of the potential risk.

That person should:

1. ensure a Risk Assessment Form is completed (if they deem it appropriate)
2. if a Risk Assessment Form is necessary, consider why the risk had not been identified before and how to ensure such omissions don't recur

2) Rank risks

The "responsible people" must rank each risk for:

- a) Likelihood How likely is it that this risk will materialise?
- b) Severity If it does materialise how severe will the consequence be?



Each risk will fall in one of the following four categories

severity ↑	High severity - Low likelihood	High severity - Med likelihood	High severity - High likelihood
	Med severity - Low likelihood	Med severity - Med likelihood	Med severity - High likelihood
	Low severity - Low likelihood	Low severity - Med likelihood	Low severity - High likelihood
	likelihood →		

In managing risks the highest emphasis must be placed on “High severity - High likelihood” risks; and least emphasis on “Low severity - Low likelihood” risks.

3) Decide action required

The “responsible people” must decide what action is required ie one or more of:

- a) Accept (Tolerate) The risk is acceptable: no action is required
- b) Insure (Transfer)
- c) Reduce (Treat) Action or the implementation of controls are required to reduce the risk
- d) Eliminate (Terminate) The risk is unacceptable and must be eliminated

iii) Time-frame

A time-frame must be set for any actions required

8. B) COMMUNICATE CHANGES

i) Procedures

To reduce risks new procedures will often be required. These should usually be put in writing, and copies provided to relevant staff or volunteers.

ii) Oral communication

Procedural changes **must** be communicated orally to the relevant staff or volunteers - by a suitably senior person. (This is the case even if the procedure is in writing).



9. C) REVIEW ACTIVITY

1) Reviews as part of routine work

Whenever a debrief from an activity (or planning for an activity) takes place, the risks of the activity must be considered - and the risk assessments updated as necessary.

2) Risk materialises

Whenever a risk materialises (i.e. an event happens that we didn't want to occur) the responsible person must:

1. review the relevant risk assessment:
 - a) record what happened on the Risk Assessment Form
 - b) consider whether the risk assessment proved adequate or not - and amend if necessary
 - c) consider whether, in the light of what happened, any of the other risk assessments he or she has completed need to be updated
2. consider whether the risk policy has proved inadequate - and if so inform the trustees by email.

3) Periodic Risk Reviews

1. Each "responsible person" must perform a review of all their risks at least once a year to:
 - a) Ensure all risks have been identified & correctly assessed
 - b) Ensure all appropriate actions have been taken - and at the appropriate time
They must consult the relevant staff within their department as part of this review.
They are also encouraged to submit their risk assessments to colleagues for a "peer review".
2. The School Board (or a committee appointed by the School Board) must review the risk policy and register at least once a year. As a minimum they should:
 - a) consider whether there are any risks that have not been identified;
 - b) review a sample of risks to ensure ranking is appropriate; &
 - c) review all risks ranked as "High severity - High likelihood" to ensure the assessment of actions required is appropriate; that the agreed actions have been taken and to assess how the handling of the risk has changed since the last review
 - d) review this policy to ensure it remains appropriate;



The Health & Safety officer is responsible for keeping the Risk Register and Risk Assessment Forms and, where appropriate, for reminding the head of the relevant ministry of the need to complete Risk Assessments

*A prudent man sees danger and takes refuge,
but the simple keep going and suffer for it. (Proverbs 22:3)*



Appendix 3

Nappy Changing Permission Slip THE KING'S HOUSE SCHOOL, WINDSOR NAPPY CHANGING PERMISSION SLIP

Dear Parent,

NAPPY CHANGING PERMISSION SLIP

We recommend that children are potty-trained before starting Pre-school. However, we realise that this is not always possible.

As your child is not yet potty-trained, we require your permission to change his/her nappies. Please find below some of the key points from our nappy-changing policy. For full details, please see our Health & Safety Policy.

- Please ensure your child has a clean, dry nappy when he/she arrives at school.
- If your child stays for just the morning session, members of staff will only change your child if the nappy is soiled. If your child stays all day, staff will change your child if the nappy is soiled and also after lunch.
- Please ensure you provide nappies, disposable wipes and any necessary creams.
- Any soiled clothing will be double bagged and placed in your child's school bag.

Yours sincerely,

Mrs Lyndsey Harding

_____ *Please detach*

I consent to my child's nappy being changed in accordance with the School's Nappy Changing procedures (outlined in the Health & Safety Policy).

I realise that I need to provide the nappies, wipes and any other necessary products.

Child's Name _____

Parent/Carer's Name _____

Parent/Carer's Signature _____ Date _____



Appendix 4

Example of Daily H&S Checklist

Daily H&S Check List

Week commencing xx/xx/xx

Please initial once completed and keep in your classroom.

School Hall and Corridors: Sarah Slade responsible	Mon	Tues	Wed	Thurs	Fri
Check the floor is clean and tidy					
Check security lock is on the kitchen & hatch shut					
Check fire doors are shut					
Check basement door is locked & key kept high up					
Unlock medical room					
Check the fire extinguishers are in place & gauge is OK					
Check safety signs are in position & not damaged					
Check emergency lighting works & fire exit doors open OK					
Make sure fire guards are fixed to heaters and no flammable objects placed on top					
Check blind cords out of reach of the children					
Check smoke detectors haven't been damaged					
Check JLC toilets are clean & paper towels topped up					
Ensure benches are not stacked more than 4 high & TV is positioned safely					
Check there are no potentially dangerous objects, fire hazards present					
Ensure evacuation routes are clear and free from obstructions					
Check fire panel is not displaying errors					
Check walkie talkies are operating					



Lower JLCs: Suzanne Redmond responsible	Mon	Tues	Wed	Thurs	Fri
Check the floor is clean and tidy					
Check security locks is on towards the cleaning cupboard corridor					
Unlock second classroom door					
Check there are no potentially dangerous objects, obstructions or fire hazards present and no flammable objects placed on top					
Check smoke detectors haven't been damaged					
Check toilets in classroom & opposite classroom are clean & paper towels full					
Check classroom divider cord is tied away					
Check walkie talkie is operating					

Upper JLC Class: Jossi Williams Responsible	Mon	Tues	Wed	Thurs	Fri
Check the floor is clean and tidy					
Check there are no potentially dangerous objects, obstructions or fire hazards present and no flammable objects placed on top					
Check smoke detectors haven't been damaged					
Check first aid kit					
Check walkie talkie is operating					

Senior LC: Nicky Turkington responsible	Mon	Tues	Wed	Thurs	Fri
Check the floor is clean and tidy					
Check there are no potentially dangerous objects, obstructions or fire hazards present and no flammable objects placed on top of heaters					
Check smoke detectors haven't been damaged					
Check toilet is clean & paper towels topped up					



Check first aid kit					
Check door through to dining hall is unlocked					
Check walkie talkie is operating					

Early Years Centre: Bassey Ephraim responsible	Mon	Tues	Wed	Thurs	Fri
Check first aid kit					
Check the floor is clean and tidy					
Check there are no potentially dangerous objects, obstructions or fire hazards present and no flammable objects placed on top					
Check smoke detectors haven't been damaged					
Check the fire extinguishers are in place & gauge is OK					
Check safety signs are in position & not damaged					
Ensure evacuation routes are clear and free from obstructions					
Check all doors are unlocked and emergency lighting works					
Check toilets are clean, paper towels topped up & waste bin has been emptied					
Check walkie talkie is operating					

Garden: Bassey Ephraim responsible	Mon	Tues	Wed	Thurs	Fri
Check hosepipe is stored away					
Check the ground for any dangerous items and assess whether the playground is safe for play					
Check all gates are locked, except main school gate (Lyndsey to shut at 8.45am)					
Check toys are tidy					
Check climbing frame is safe e.g. no ice on steps					



Upstairs Classroom: SLC staff responsible	Mon	Tues	Wed	Thurs	Fri
Check the stairway is clear of obstructions					
Check the floor of the classroom and corridor is clean and tidy					
Check the doors of rooms not in use are locked					
Check there are no potentially dangerous objects or fire hazards present and no objects placed on top of heaters					
Check smoke detectors have not been damaged					
Check the fire extinguishers are in place & gauge is OK					
Check safety signs are in position & not damaged					
Check emergency lighting works & ensure evacuation routes are clear and free from obstructions					
Check the toilet is clean and that there are paper towels and toilet paper					
Check walkie talkie is operating					



Appendix 5 - Fire Assessment Procedures

WHO IS RESPONSIBLE

Office Fire Marshals	Responsibility	School Fire Marshals	Responsibility
Paul Webb Deputy: Dilini Goonawardhane	Ground floor	Bassey Ephraim Deputy: Sarah Smith	Early Years
Paul Webb Deputy: D Goonawardhane	1 st floor & archive room	Suzanne Redmond (AM)/Megan Penny (PM) Deputy: Sue Elbrow	Lower JLC
Paul Webb Deputy: Nadia Bramley	Fire Panel	Jossi-Mari Williams Deputy: Beth Nundy	Upper JLC
		Lyndsey Harding Deputy: Sarah Slade	Fire Panel
		Nicky Turkington Deputy: Sarah Slade	Senior LC

- Senior Fire Marshal: Paul Webb
- Deputy Senior Fire Marshal: Lyndsey Harding (with particular oversight of school fire safety)
- Fire Administrator: John Day & (for alarm bell test): Sarah Slade

Note: there is a separate procedure for the King's House Residents Fire Marshals

FIRE MARSHAL DUTIES

- Identify & address hazards**
- Weekly - complete checklist
 - Evacuation routes are clear
 - Fire exit doors open ok
 - Fire doors are shut
 - Fire signs are in position
 - Emergency lights have a working indicator light
 - Smoke detectors haven't been damaged
 - Fire extinguishers are in position & gauge ok
 - Record any actions needed on the King's House maintenance log
 - Daily:
 - Ensure your area is free from fire hazards
 - Ensure evacuation routes are clear

For the school: these tasks are included on the teacher's daily checklist



<p>If there is a fire</p>	<ul style="list-style-type: none"> • If you find a fire raise the alarm immediately • Put on your yellow vest (if it is close by) • Evacuate (close doors as you leave an area) • Perform a sweep of your area (including toilets) if safe to do so
	<p><u>Fire Marshals with responsibility for the Fire Panel:</u></p>
	<ul style="list-style-type: none"> • If safe to do so: check Fire Panel on the way out / locate fire • Take the lead in calling Fire Service (but if another Fire Marshal is not sure whether the service has been called they should do so) • Office & School representatives phone each other (or meet at school car park) to confirm when safe to re-enter, then turn off the alarm & declare the building safe to enter
	<p><u>School Registers</u></p>
	<p>The School Fire Marshals are responsible for taking the School Registers to the School Assembly Point</p>
	<p><u>Visitor Books</u></p>
	<ul style="list-style-type: none"> • The Ground Floor Fire Marshals are responsible for taking the Office Visitor Book and Porch Visitor Book to the Office Assembly Point • The School Fire Marshals are responsible for taking the School Visitor Book to the School Assembly Point
<p>Training & drills</p>	<ul style="list-style-type: none"> • The Fire Administrators are responsible for performing the weekly alarm bell test • The Senior Fire Marshals are responsible for performing a fire drill each term. <i>For the school: children are to be trained in a way that gives them confidence in how to respond if the alarm is sounded</i> • The Senior Fire Marshal must ensure lessons are learned from any drill and adequate training given
<p>Cover in office hours</p>	<ul style="list-style-type: none"> • During office hours there must always be at least one Office Fire Marshal (or the Senior Fire Marshal) in the building • During school hours there must always be at least one School Fire Marshal (or the Deputy Senior Fire Marshal) in the building

FIRE ADMINISTRATION ROLE

<p>Signage</p>	<ul style="list-style-type: none"> • Ensure there are “In the event of Fire” signs in every room
<p>Weekly tests</p>	<ul style="list-style-type: none"> • Tuesdays at 11.00
<p>Maintenance companies</p>	<ul style="list-style-type: none"> • Arrange 6 monthly tests of fire system & emergency lights • Arrange annual testing of fire extinguishers
<p>Residents</p>	<ul style="list-style-type: none"> • Ensure all King’s House residents receive proper fire instructions



In addition the Facilities Manager's monthly checklist includes checking emergency lights come on (flick the switch off on the fuse-board; or use the "test point" where one exists)

SENIOR FIRE MARSHAL DUTIES

Buddy system	<ul style="list-style-type: none">• Keep it up-to-date for any changes in staff
Training record	<ul style="list-style-type: none">• Get staff to sign for any fire training (inc Fire Marshal training)
Weekly checklists	<ul style="list-style-type: none">• Monitor completion of weekly Fire Marshal checklists & review for actions required
Fire Drills	<ul style="list-style-type: none">• One per term; Always diarise one drill in advance
King's House Fire Risk Assessment	<ul style="list-style-type: none">• Ensure this is reviewed annually; and action points completed
Fire Marshals	<ul style="list-style-type: none">• Appoint Fire Marshals & Update the Fire Marshal procedure
Training	<ul style="list-style-type: none">• Ensuring fire marshals and staff receive adequate training in fire prevention and evacuation procedures
Oversight	<ul style="list-style-type: none">• Ensure the roles of Fire Marshals and Fire Administration are being properly fulfilled
Visitors' book	<ul style="list-style-type: none">• Monitor use of the visitor books to ensure properly completed



Appendix 6

RULES AND REQUIREMENTS FOR USING THE KINGS HOUSE SCHOOL HALL OUTSIDE OF SCHOOL HOURS

Prior consent must be authorised by the Chair of the School Management Board and Head Teacher for private use of the school hall.

The Events Manager is responsible for ensuring that a risk assessment has been done and the rules and requirements listed below are adhered to, by briefing the attendees.

The school gate shall be opened 1 hour prior to the event start time and then locked 1 hour after the event has finished.

- Entry to classrooms is strictly prohibited
- No Entry signs must be put onto all classroom doors and then removed at the end of the day
- School toilets cannot be used, except the disabled toilet. Visitors must use the office toilets and access these through the office not the classroom
- Kitchen equipment can be used but should be left clean and tidy and put back as found
- Kitchen consumables must not be used
- All breakages must be reported to the Headteacher and paid for
- All bins must be emptied
- The hall should be cleaned to the level it was found
- Only visitors who are registered for the event should come onto the site

The King's House School accepts no liability for loss or damage to persons or personal property whilst using the school hall.



APPENDIX 7: Bomb Procedure

1. Most bomb threats are made over the phone and the overwhelming majority are hoaxes, often the work of malicious jokers, although terrorists do make hoax calls with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.
 - a. Calls may be of two kinds:
 - Hoax threats designed to disrupt, test reactions or divert attention
 - Threats warning of a genuine device - These may be attempts to avoid casualties or enable the terrorists to blame others if there are casualties. However, genuine threats can provide inaccurate information about where and when a device might explode. The member of staff receiving such a threat may be the closest that many people ever come to acts of terrorism.
 - b. In the event of a call:
 - Stay calm and listen
 - Obtain as much information as possible - try to get the caller to be precise about location - use the pre prepared sheet if the call is taken in the office.
 - Take the timing of the alleged bomb threat and whom they represent. If possible, keep the caller talking.
 - When the caller rings off, look at the caller history for the number of the caller to see if you can get their number.
 - Immediately report the incident to the Head Teacher to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impression of the caller and an exact account of what was said.
 - The fire alarm will be activated to evacuate the buildings as for a fire evacuation. No-one is to re-enter or enter any building until given clearance to do so by the police.
 - If you have not been able to record the call, make notes for the police on the checklist form below. Do not leave your post - unless ordered to evacuate - until the police or security arrive.
2. **Conducting a search (If requested to do so by the Police)**
 - a. All staff should check areas as they leave the building and report any unusual / suspicious packages to the Head Teacher.



- Initiate the search by the Head Teacher informing the senior Leadership team.
- Divide the priority locations into areas of a manageable size for one or two searchers. Ideally, staff should search in pairs to ensure nothing is missed.
- Ensure that those conducting searches are familiar with the area and what to normally expect to find there. They do not need to be experts in explosives or other devices but able to recognise anything that should not be there, is out of place and not yet accounted for.
- Under no circumstances should a suspicious item found during a search be touched or moved in any way. The police should be informed immediately and they will ensure an appropriate response.
 - b. In the event of TKHSW being targeted the following messages will be sent to all parents by the main office:
 - Dear Parents, the school has been safely evacuated, under our normal fire procedures, as a result of a bomb threat we believe to be a hoax. Please do not attend the school site until you receive the all-clear. - Head Teacher
 - Dear Parents, all students and staff are safe. The bomb threat was a hoax call. The school site has now been re-opened. - Head Teacher

3. Dealing with Suspect packages

A suspect package can be left anywhere by anyone, and can have any appearance. It should not be handled, moved or tampered with in any way. If in doubt about a package, leave it alone and report it immediately to the person in charge.

- a. Possible indications of a suspect package may include:
 - Protruding wires
 - Noise or smoke for the package
 - Grease marks on the wrapping
 - A letter that is unusually thick (over 5mm), excessively heavy, lopsided or stiffened
 - An inner envelope which is tightly taped or bound
- b. If a suspect package is found, the area around it must be kept clear of people until the package has been made safe by relevant authorities.



Threat Level Check Sheet:

Bomb threat check list	
Where is the bomb right now?	
When is it going to explode?	
What does it look like?	
What kind of Bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why?	
What is your name?	
What is Your address?	
What is your telephone number?	
Record time completed:	

Where automatic number reveal equipment is available, record number shown:	
Inform the Head Teacher	
Contact the police on (9) 999 Time informed:	
The following part should be completed once the caller has hung up and the Head Teacher and the police have been informed:	
Time and Date of Call:	
Length of call:	
Number at which the call was received (ie, your extension number)	
About the caller:	
Gender of the caller:	
Age:	
Nationality	
Callers Voice/Background Sounds:	
Well Spoken	
Taped Message	
Incoherent	
Irrational	
Offensive	
Message Read by threat maker	
Calm	
Clearing throat	
Nasal	
Excited	
Disguised	
Lisp	
Crying	



Angry	
Slurred	
Stutter	
Slow	
Accent	
Rapid	
Hoarse	
Familiar	
Deep	
Laughter	
House noises	
Crockery	
Clear	
Static	
Booth	
Factory machinery	
Street noises	
Animal noises	
Motor	
Voice	
PA system	
Music	
Office machinery	
Any other comments:	
Signature	
Print Name	
Date & Time	