



HEALTH AND SAFETY POLICY

Date updated: 25th February 2025

1. Aims

The aims of this policy are to:

- a) Provide and maintain a safe and healthy environment
- b) Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- c) Have robust procedures in place in case of emergencies
- d) Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Roles and responsibilities

2.1 The Board of trustees

The Trustees have the ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Board.

The Governing Board delegates operational matters and day-to-day tasks to the Headmaster and staff members.

2.2 The Governing Board

The Board has ultimate responsibility for health and safety matters at Kamuzu Academy, but will delegate day-to-day responsibility to its appointed representative, the Headmaster.

The Board has the duty of care and will take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off school premises while under the care of the school.

The Board, as the employer, also has a duty to:

- a) Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- b) Inform employees about risks and the measures in place to manage them
- c) Ensure that adequate health and safety training is provided

The Governor who oversees health and safety is the Board Chairperson.

2.3 Headmaster

The Headmaster is responsible for health and safety day-to-day. This involves:

- a) Implementing the health and safety policy
- b) Ensuring there is enough staff to safely supervise pupils
- c) Ensuring that the school building and premises are safe and regularly inspected
- d) Providing adequate training for school staff
- e) Reporting to the governing board on health and safety matters
- f) Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- g) Ensuring that in their absence, health and safety responsibilities are delegated to other members of staff
- h) Ensuring all risk assessments are completed and reviewed
- i) Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headmaster's absence, the Deputy Headmaster (pastoral) assumes the above day-to-day health and safety responsibilities.

2.4 Health and safety lead

The nominated health and safety lead is the Bursar.

2.5 Staff

School staff have a duty of care for pupils in the same way that a prudent parent/carer would do so.

Staff will:

- a) Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- b) Co-operate with the school on health and safety matters
- c) Work in accordance with training and instructions
- d) Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- e) Model safe and hygienic practice for pupils
- f) Understand emergency evacuation procedures and feel confident in implementing them

2.6 Pupils and parents/carers

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

2.7 Contractors

Contractors will agree health and safety practices with the Headmaster before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

3. Site security

The Academy Security Officer and his team are responsible for the security of the Academy campus during and after school hours. They are responsible for visual inspections of the campus and for the intrusion and fire alarm systems.

The Academy's security guards and maintenance team members from areas such as electrical, carpentry, and plumbing are key to responding to an emergency.

4. Fire

Kamuzu Academy is largely an open campus with buildings that are easily accessible without the need for elevators, with user-friendly pavements connecting all buildings. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a month.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- a) The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- b) Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk

- c) Staff and pupils will congregate at the designated assembly points.
- d) Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- e) The headmaster or his designee will take a register of all staff
- f) Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

4.1 Assembly Points

The assembly points, designated by the area where staff and students are likely to be found and evacuation procedures are clearly spelt out in the Emergency Procedures Policy.

The Academy will have wheel chairs in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

There will always be at least one wheelchair available at reception, the library, the classroom area, each hostel, the dining room and the clinic.

5. Control of Substances Hazardous to Health (COSHH)

Control of substances hazardous to health (COSHH) risk assessments are completed by head of science and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Reactive chemicals in the laboratories will be stored in accordance with the instructions provided on the product label, and when necessary, in a container that provides insulation for the product.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6 Gas safety

- a) Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineers (e.g. Afrox Malawi).
- b) Gas pipework, appliances and flues are regularly maintained
- c) All rooms with gas appliances are checked to ensure they have adequate ventilation

6.1 Waterborne diseases (Legionella, Salmonella, Cholera)

- a) Head of Science Technician is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book
- b) This risk assessment will be reviewed and when significant changes have occurred to the water system and/or building footprint

The risk of waterborne diseases is mitigated through the addition of chlorine to drinking water.

7. Equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical equipment

- a) All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- b) Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- c) Any potential hazards will be reported to Bursar/EMO (Estate Manager Officer) immediately
- d) Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- e) Only trained staff members can check plugs
- f) Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- g) All isolator switches are clearly marked to identify their machine
- h) Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- i) Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

- a) Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- b) Any concerns about the condition of the gym floor or other apparatus will be reported to the Estates Management Officer.

7.3 Specialist equipment

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

8. Lone working

Lone working may include:

- a) Late working
- b) Home or site visits
- c) Weekend working
- d) Site manager duties
- e) Site cleaning duties
- f) Working in a single occupancy office
- g) Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from a height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- a) The EMO retains ladders for working at height
- b) Pupils are prohibited from using ladders
- c) Staff will wear appropriate footwear and clothing when using ladders
- d) Contractors are expected to provide their own ladders for working at height
- e) Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- f) Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- a) Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- b) Take the more direct route that is clear from obstruction and is as flat as possible
- c) Ensure the area where you plan to offload the load is clear
- d) When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- a) Risk assessments will be completed where off-site visits and activities require them
- b) All off-site visits are appropriately staffed
- c) Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/careers' contact details
- d) There will always be at least one first aider on school trips and visits
- e) For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate.
- f) For other trips, there will always be at least one first aider on school trips and visits

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils/students, visitors or other staff. Any incidents of violence will be dealt with in accordance with the provisions of the Conditions of Service if the parties involved are staff, or in accordance with the Student Handbook if the parties involved are students.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

We follow national guidance published by the Ministry of health when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

- a) Wash hands with liquid soap and water, and dry with paper towels
- b) Always wash hands after using the toilet, before eating or handling food, and after handling animals
- c) Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

- a) Cover mouth and nose with a tissue
- b) Wash hands after using or disposing of tissues
- c) Spitting is discouraged

15.3 Personal protective equipment

- a) Wear disposable non-powdered vinyl or latex-free gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing)
- b) Wear goggles if there is a risk of splashing to the face
- c) Use the correct personal protective equipment when handling cleaning chemicals
- d) Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

15.4 Cleaning of the environment

- a) Clean the environment frequently and thoroughly
- b) For Kamuzu Academy Primary School (KAPS), clean the environment, including toys and equipment, frequently and thoroughly.

15.5 Cleaning of blood and body fluid spillages

- a) Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- b) When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- c) Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- d) Make spillage kits available for blood spills

15.6 Laundry

- a) Wash laundry in a separate dedicated facility
- b) Wash soiled laundry separately with disinfecting agents and/or at the highest temperature the fabric will tolerate
- c) Wear personal protective clothing when handling soiled linen.
- d) For KAPS (Primary School), bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

- a) Always segregate domestic and clinical waste, in accordance with local policy
- b) Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- c) The disposal of clinical waste must be carried out by authorized and trained personnel.
- d) Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 Animals

- a) Wash hands before and after handling any animals
- b) Keep animals' living quarters clean and away from food areas
- c) Dispose of animal waste regularly, and keep litter boxes away from pupils
- d) Supervise pupils when playing with animals
- e) Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a school pet

15.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- a) We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitizer, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- b) We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned at least twice a day.

Keeping rooms well ventilated

- c) We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

15.10 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal, COVID and influenza.

15.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the Ministry of Health and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the Ministry of Health about the appropriate course of action.

16. Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

17. Accident reporting

In addition to the below, maintained schools should check whether they have any obligations to report accident and first aid records to their local authority.

17.1 Accident record book

- a) An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- b) As much detail as possible will be supplied when reporting an accident
- c) Information about injuries will also be kept in the student/pupil's file.
- d) Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation of the Social Security (Claims and Payments)

17.2 Reporting to the Health and Safety Executive

The Deputy Headmaster (Pastoral) / Human Resources Manager will keep a record of any accident (accident logs) which results in a reportable injury, disease, or dangerous occurrence as defined as RIDDOR.

The Deputy Headmaster (Pastoral) / Human Resources Manager will report these to the police, parents/guardians (in the case of a student) and the school's insurers as soon as reasonably practicable and in any event within hours of the incident. Fatal and serious injuries and dangerous occurrences will be reported immediately (i.e. by telephone, visit) and followed up in writing within 24 hours.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- a) Death
- b) Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- c) Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
- d) Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm

- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent
- e) Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- a) Death of a person that arose from, or was in connection with, a work activity*
- b) An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment
- *An accident “arises out of” or is “connected with a work activity” if it was caused by:
 - c) A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
 - d) The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
 - e) The condition of the premises (e.g. poorly maintained or slippery floors)

17.3 Notifying parents/guardians

The Deputy Headmaster (Pastoral) will inform parents/guardians of any accident or injury sustained by a student/pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

17.4 Reporting to child protection agencies

The Deputy Headmaster (Pastoral) will notify the Police and Insurers of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

18. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

19. Monitoring

This policy will be reviewed every 3 years by the Health and Safety Lead.

At each review, the policy will be approved by the Headmaster on behalf of the Board of Governors.

20. Links with other policies

This health and safety policy links to the following policies:

First aid; Risk assessment.