



**St John's C of E
Primary & Nursery School
Kingston**

**Health, Safety &
Welfare**

Resources Committee

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1. Introduction

It is the policy of St John's C of E Primary School & the Board of Governors to ensure our school maintains high health, safety & welfare standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. We operate to the required standards for Health and Safety in schools of the Royal Borough of Kingston. In particular it is the school's policy to ensure so far as is reasonably practicable that:

- There is a safe, healthy learning/working environment throughout the school.
- Working practises which ensure health and safety are maintained for staff, pupils and others (such as contractors and volunteers) who work on or visit the premises.
- Health and safety standards are regularly monitored and reviewed and where deficiencies are identified they are promptly rectified.

2. Responsibility for Monitoring and Review

2.1 The Governing Body

It is the governing body's responsibility to ensure that the school regularly reviews its procedures with regard to health and safety matters, especially following any changes in regulations. Specific legislation is the Health & Safety at Work Act (1974) and the Management of Health & Safety at Work Regulations (1999). The governing body will:-

- arrange for risk assessments to be carried out, in consultation with professional advisors, with the object of keeping the school environment safe. The Governors monitor this through regular health and safety walks through the school, and by inspecting reports given to them from the headteacher and the site manager. To ensure continuity the Governor's appoint one governor to attend these walks, audits etc and report any concerns to them. Accessibility audits are also carried out to ensure that there is safe access for anyone with physical challenges.
- maintain and implement a strategic building plan and by working with the diocesan surveyor to ensure all maintenance is up to date and that this policy is implemented.
- ensure that sufficient resources are allocated to meeting the mandatory regulations & the minimum standards set by the Local Authority & Diocese relating to health and safety, and that all decisions are in accordance with these standards & regulations. They will be aware of the borough's Health & Safety Handbook, a copy of which is available at the school.
- ensure that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff or pupils at risk.
- ensure that where volunteers are used to give assistance to school activities, or undertake work in school premises, such work is adequately planned, organised and supervised, and the volunteers have sufficient competence so as to ensure the

health and safety of both those undertaking the work and anyone who may be affected by it.

- provide safe working conditions throughout the school, and in particular in respect of lifting, handling, working at height and the safe storage of substances and equipment.
- ensure that this policy is continuously complied with and receive the formal annual report and more frequent reports as appropriate from the headteacher
- ensure adequate welfare facilities are available.

2.2 The Headteacher.

The headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and in particular:-

- ensures that all staff are aware of the details of the policy as it applies to them.
- reports to the Governors annually on health and safety issues using the recommended local authority report documentation.
- ensures that the health and safety standards detailed in the borough guidance for schools are implemented and maintained.
- checks that school staff receive adequate health and safety training appropriate for their responsibilities and, in particular, that minimum staff training, as specified in the borough health and safety handbook.
- consult staff on Health and Safety matters and ensure that staff with responsibilities for Health and Safety matters understand and undertake such duties to the standard required.
- attend any health and safety training pertinent to their leadership role.
- ensure that any off-site outing or activity has had the correct risk assessment and that this complies with the correct adult to child ratio and that any likely hazards have been identified and catered for.
- ensure that hirer's, contractors, and others using the premises operate in such a manner that all statutory and advisory safety requirements are met at all times.

2.3 The Site Manager

The site manager is responsible for:-

- ensuring that he is familiar with the school's Health and Safety Policy.
- ensuring fire equipment and systems are adequately maintained and tested in accordance with standards specified in the borough health and safety handbook.
- acting as school representative in any dealings with contractors.
- ensuring that day to day maintenance of the school premises is undertaken and that deficiencies are reported to the headteacher.
- ensuring that regular inspections of equipment such as step ladders, small electrical items and playground equipment are carried out at prescribed intervals

- arranging any corrective actions as identified and agreed by the headteacher and/or governing body.
- maintaining a register of any dangerous or hazardous substances used or stored in the school and ensuring that this register contains copies of up to date material safety data sheets & COSHH assessments and that this data is provided to anyone using these materials.
- ensuring that tests are carried out at prescribed intervals relating to the prevention of legionella in the water system
- ensuring that a record of practice fire evacuation drills is kept showing the date and time taken to evacuate.

2.4 The Business Manager and Administration Staff have a responsibility for;

- ensuring a list of first aiders is maintained and that refresher training is kept up to date.
- ensuring that the list of first aiders is displayed in a prominent position.
- providing means of easy identification of children requiring use of Epipens e.g. photographs
- maintaining the school accident book and ensuring parents are notified of any injuries needing medical attention especially if there has been evidence of head injury.
- ensuring that there is a nominated person for calling emergency services when this may be necessary and that one person is always on duty to do this.
- ensuring that all registers are up to date and readily available in case of emergency
- liaising with the caretaker on all matters of health and safety.
- reporting to the headteacher on any financial implications for health and safety issues.
- ensuring persons booking the school for a letting will be sent a copy of the Health and Safety Policy.
- ensuring all contractors are aware of the school's Health and Safety policy.

2.5 All other Staff

All other staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or by the borough/ diocese and in a way that avoids risk to both themselves and others whom they may be responsible for.

2.6 School Pupils

All pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger.

2.7 Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Headteacher, the principle person in charge of those activities will have responsibility for safe practices and

compliance with this policy. For school sponsored activities out of school hours the organiser, even if an employee, will be treated as a hirer.

It is a condition of hire that the person in charge of the activity will be familiar with this policy and ensure compliance with all statutory and advisory safety recommendations. They will not, without permission of the Governors, introduce equipment for use on site. They will not make any alteration to fixed equipment safety notices. They will ensure that no person will intentionally or recklessly interfere with or misuse equipment provided for safety and welfare purposes.

Contractors working on site are required to be familiar with this policy and to operate and conduct themselves in such a way as to ensure full compliance and to ensure safe working by their employees. They must pay due regard to the safety of all others on site.

2.8 Staff Training and Induction

All employees will be asked to apply for a Disclosure Certificate issued by the Criminal Records Bureau on commencing employment. Supply workers and volunteers must also be checked by the Criminal Records Bureau.

Staff training on health and safety issues will be carried out where appropriate. It is the responsibility of the headteacher to ensure that any training is recorded including the date it occurs. This training will be delivered by the Health and Safety Officer.

New staff will receive induction training on the school's health and safety policies on appointment. This is the responsibility of the deputy teacher.

It is the responsibility of the class teachers to ensure that no work experience student, volunteer or visitor is given a task which is deemed to be hazardous.

Safety routines in the classroom should be outlined before the start of work experience/visit.

3. Fire and other Emergency Procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held twice each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

Refer to Emergency Evacuation Procedure & Emergency Procedures & Policy
Also see the school's Critical Incident Policy

4. Welfare and Safety of Children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the headteacher before that particular activity next takes place.

4.1 School Security

All adult visitors who arrive in normal school hours should use the front entrance to the school and will be required to sign the visitors' book in the reception area. This will show purpose of visit and record times of arrival and departure. All visitors, student teachers, governors and volunteers are issued with a lanyard with badge which identifies them to

staff members. Visitors are informed of assembly points in the event of emergency evacuation.

If any adult working in the school has suspicions that a person may be trespassing in the school site, he/she must immediately inform the headteacher. The headteacher will inform the intruder that they must leave the school straight away, if the intruder refuses and the headteacher is concerned that harm may occur to anyone on the school site, the police should be called.

4.2 Child Protection

Child Protection applies to everyone working at the school. **Please refer to the school's Child Protection & Safeguarding policy**

4.3 First Aid

If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. A first aid box is kept in the main school office where there is also a list of trained first aiders.

Should any incident involving injury to a child take place, one of the trained first aiders will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

We record in the school log book all incidents involving injury, and, in all cases, we inform parents or carers.

Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change.

There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

4.4 Medicines

Following illness a child may be well enough at school but with medication still being required during the school day for a short period. In such cases, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). In some cases with parental permission the school will make arrangements for medicines to be administered.

Where children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school. Staff involved in administering the medication will receive training from a medical professional. **Refer to Managing Medicines and Children with Medical Needs Policy**

4.5 Transport

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. **Refer to the School Travel Plan**

5. The Health and Welfare of Staff

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy.

We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

6. Health and Safety / Premises

6.1 Electrical Safety

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by a contractor at least every five years and this will be organised by the school business manager who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket will be subject to a combined electrical inspection and test, and a formal visual inspection. The frequency of such inspections will be those specified in the Health and Safety Handbook for Schools appropriate to the type of equipment concerned. Such equipment will be labelled with the date of inspection and the date of the next inspection due. The school business manager will be responsible for organising these tests. Mains powered electrical equipment belonging to staff, pupils, parents and volunteers must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as fitting or changing plugs, or changing bulbs or tubes in lighting units, will be organised by the business manager. Such work will only be undertaken when the relevant part of the installation has been isolated. Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an approved contractor and can provide a Certificate of Completion when the work is finished.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the business manager as suitable for the intended use, is adequately protected from mechanical damage, the weather or splashing with water. It must be protected by a 30mA RCD.

Work undertaken by electrical contractors will be undertaken in accordance with the school's rules for contractors.

6.2 Fire

All fire exits must be clearly labelled.

Fire bells and fire doors are tested weekly by the Site manager. Records of such testing must be kept. Fire doors must not be wedged open and should be labelled "Fire door keep shut" unless fitted with automatic fire closures.

A fire drill will be practised twice a term and reported, together with timing of the drill, by the headteacher to the governing body.

Fire fighting equipment will be checked annually.

New members of staff will be instructed in the fire procedure and their responsibilities as part of their Health & Safety induction.

A copy of the fire safety risk assessment for the school is held by the site manager. Included with this is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

Refer to Emergency Evacuation Procedure & Emergency Procedures & Policy

6.3 Asbestos

An asbestos register is held. It is available to contractors working on site.

6.4 Legionellosis

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are in place and checked monthly by the caretaker.

Records are to be maintained of all cleaning and temperature checks carried out.

6.5 Working at Height

Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the site manager. School pupils must not be permitted to undertake work at heights. Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose. The tower scaffold should only be used in the presence of a person trained in its use and at least one other person must be there to assist.

Policy approved by the Resources Committee on2017

Signed

Headteacher

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Chair of Resources Committee