



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

**Health, Safety &
Welfare**

Written Greg Limna Resource Committee
: September 2019
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(To reference Royal Borough of Kingston Health &
Safety Manual for Schools)

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. St John's operates within the overall health and safety policy of the Royal Borough of Kingston, which specifies the required standards for school. 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.
- sufficient health and safety information, instruction, supervision and training is provided for staff, pupils, contractors, volunteers and visitors so as to ensure the health and safety of all who may be affected by their work or activities.
- Health and safety standards are regularly monitored and reviewed and where deficiencies are identified they are promptly rectified.

2. Organisation

2.1 Responsibilities of the Governors

The school governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- Ensuring that decisions of the governing body take account of, and comply with, the health and safety policy of the Borough and LA;
- 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.
- ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the Borough & Diocese and any legal requirements relating to health and safety
- ensuring that health and safety standards in the school are monitored and reviewed by considering updates from the head teacher at least every term;
- ensuring that school premises, buildings and equipment for which they are responsible are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises;
- ensuring 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;

- ensuring 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.
- ensuring adequate welfare facilities are available.

2.2 The Headteacher.

The headteacher has overall responsibility for the day to day management of health and safety in the school. In particular, the headteacher has the following responsibilities:

- To ensure that all staff are aware of the details of this policy as it applies to them.
- To ensure that the standards of health and safety are formally monitored and that a health and safety report covering items specified in the Royal Borough of Kingston Health and safety Handbook for schools is presented to the Governors at least every term.
- To ensure that the health and safety standards detailed in the Royal Borough of Kingston Safety Handbook for Schools are implemented and maintained.
- To ensure that school staff receive adequate health and safety training appropriate for their responsibilities and, in particular, that minimum staff training, as specified in the Royal Borough of Kingston Safety Handbook for Schools , is implemented for relevant staff.
- To ensure that staff are adequately consulted on health and safety matters and ensure that staff with responsibilities for Health and Safety matters are adequately consulted on the type and nature of duties allocated..
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard for the supervision they will receive.
- To attend any health and safety training pertinent to their leadership role.
- To ensure that for any off-site event or trip, organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staffs and pupils, and that these arrangements at least meet any minimum standards specified by the LA.
- To ensure that, where required, school specific risk assessments are undertaken and recorded.
- To ensure that the health and safety requirements identified, either in the school specific risk assessments or in relevant LA or CLEAPSS (Consortium of Local

Education Authorities for the Provision of Science Services) risk assessments, are implemented.

- To ensure there are adequate arrangements for first aid, both on school premises and on school outings, or activities, in accordance with the LA guidelines.
- To ensure there is an up to date asbestos survey and an Asbestos management Assurance Process. (AMAP).

2.3 The Fire Safety Manager

The deputy headteacher will have responsibility for overall planning and organisation of fire safety matters within the school. In particular they will:

- ensure that they are familiar with the school's Health and Safety Policy.
- ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Health and Safety Handbook for Schools and that practice fire evacuation drills are undertaken at least every term;
- ensure that all staff are aware of their particular responsibilities in the event of fire;
- ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- ensure a check is made at least every term that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that a report is provided to the headteacher on the results of this check.

2.4 The Site Manager

The site manager is responsible to the headteacher for:

- ensuring that they are 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 Health and Safety Handbook for Schools and that records are kept..
- acting as school representative in any dealings with contractors who are to work at the school.
- ensuring that day to day maintenance of the school premises is undertaken and that deficiencies are reported to the headteacher.
- ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with Borough policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, step ladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Handbook for Schools and that records are kept;

- arranging any necessary corrective actions as identified by health and safety inspections 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.
- Ensuring that COSHH assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school water systems, and that this data is provided to anyone using these materials.
- ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- ensuring that tests are carried out at prescribed intervals relating to the prevention of legionella in the water system.
- ensuring that regular walks through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the headteacher;
- ensuring that he/she only undertakes work which is within his/her training or competence and, in particular, that he/she does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is both trained and authorised to do so
- ensuring that a record of practice fire evacuation drills is kept showing the date and time taken to evacuate.

2.5 The Business Manager and Administration Staff

The Business Manager and Administration Staff are responsible for:

- ensuring a list of first aiders is maintained and that refresher training is kept up to date, and for arranging refresher training where necessary.
- reporting to the headteacher the need to train further first aiders in order to meet the minimum requirement for the school.
- ensuring that the list of first aiders is displayed in a prominent position and kept up to date.
- providing means of easy identification of children requiring use of Epipens e.g. photographs
- maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with the procedure in the Health and Safety Handbook for Schools, 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 Site Manager 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.
- ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;
- ensuring that eye sight tests are offered to school staff who are regular users of display screen equipment;
- ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
- ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.
- maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessment.

2.6 Teaching Staff

Teachers within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- undertaking lessons and school activities in accordance with any national or school guidelines relevant to the health and safety of the staff and pupils;
- ensuring that they are familiar with the school fire procedure and their role in it;
- maintaining good standards of housekeeping and cleanliness in the activities under their control;
- ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;
- ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the headteacher and in accordance

with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk. Outings involving overnight stays and hazardous activities are also subject to RBK approval with details and risk assessments submitted to RBK's Outdoor Education Adviser.

- attending any required health and safety training provided by the school;
- undertaking, as required by the headteacher, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
- reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the headteacher, or the Premises Manager as appropriate

2.7 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 for drawing to the schools attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way that avoids risk to both themselves and others.

2.8 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. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

Arrangements

1. Standards and Guidance

Mandatory common standards and guidance are contained in the Health and Safety Handbook for Schools, which gives information on a number of health and safety issues of relevance to the school. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department of Education publications, or relevant British or European Standards.

2. Competent and professional health and safety support and assistance

Competent advice on health and safety issues is available to the school through the Health Safety and Welfare Unit of the Council.

3. Health and Safety Review

Staff have the opportunity to raise any Health and Safety issues at our weekly professional development meetings.

4. Fire Safety and Fire and Emergency Procedures

The Fire and Emergency procedure is displayed prominently in all rooms. New members of staff will be instructed in the fire procedure and their responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.

Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Site Manager.

Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled "fire door keep shut". Automatic fire doors are also provided which will shut in the event of the fire alarm being actuated. Such doors are labelled "automatic fire door keep clear".

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

See also Emergency Procedures & Policy, Lockdown Procedures and the Critical Incident Policy,

5. Accidents and First Aid

The names of the school's First Aiders are displayed on the wall of the medical room. Any injuries to pupils or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book. The contents of first aid boxes are maintained by the first aiders to whom they are allocated. Accidents, ill health conditions and dangerous occurrences which fall within statutory reporting requirements will be reported by the school office staff.

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

6. **Contractors**

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The school also has a standard set of rules for contractors which are notified to the contractor and form part of the contractual arrangements. These arrangements are documented in the Health and Safety Handbook for Schools and are operated by the Site Manager, or another member of staff, who has been allocated to deputise for this role. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Premises Manager.

7. **Health and Safety Training**

Minimum standards of health and safety training are specified in the Health and Safety Handbook for Schools and this training is provided for all relevant staff. Specialist training, for particular purposes not covered in the Health and Safety Handbook for Schools, will be specified by the headteacher.

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 head 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.

8. **School Trips and Visits**

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the headteacher. Outings involving overnight stays, and hazardous activities are also subject to RBK approval with details and risk assessments submitted to RBK's Outdoor Education Adviser. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations. Further advice regarding off site visits are contained in RBK's Guidelines for Educational Visits and Outdoor Activities.

9. **Transport**

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

10. 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.

11. School and Pupil Security

All staff and pupils are required to assist in maintaining good standards of security on school premises.

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 the assembly point 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.

12. Child Protection

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

13. Medical suitability for work and medical arrangements

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition which is likely to effect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented.

14. Smoking

Smoking is not allowed on the premises.

15. Evening events and use of school premises by external bodies

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the headteacher and a health and safety plan for the event will be drawn up by the Fire Safety Manager, in conjunction with the teacher responsible for the event, or with the external body responsible for the activity. The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

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.

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

16. 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 an NICEIC contractor at least every five years and this will be organised by the Premises 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 a date of the next inspection due. The Premises Manager will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff or pupils 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 or undertaken by the Premises 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 NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker. Pupils must only change bulbs in such equipment when they have been authorised to do so by a teacher responsible for the activity and then only when the equipment has been electrically isolated.

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 Premises Manager as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30mA RCD.

Work on the school electrical installation by contractors will be undertaken in accordance with the schools standard rules for contractors.

17. Work at heights

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 Premises 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.

18. Work on maintenance or improvement of school premises or facilities by volunteers

The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Site Manager, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

19. Health and Safety Inspection, monitoring and auditing

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is co-ordinated by the deputy headteacher.

Inspections will be undertaken once a term and will cover each area of the school. The inspections will be undertaken by a team consisting of the deputy head, a governor and the Site Manager. The inspection reports will be reviewed by the resources committee and necessary actions followed up. A summary of the results of inspection reports are also reviewed by the governors. Where problems identified by inspections cannot be satisfactorily resolved at school level the headteacher will raise the matter with the LA.

The governors meeting will also receive from the headteacher a health and safety update including details of at least the matters specified for such reports in the Health and Safety Handbook for Schools.

The headteacher will provide Health and Safety audits to the LA if requested. Reports on LA Health and Safety Audits will be provided to the governors for consideration and action when appropriate.

Policy approved by the Resources Committee on2019

SignedLulu Esua.....
Headteacher

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Chair of Resources Committee