

**Royal Borough of Kingston
King's Oak Primary School
Health and Safety Policy**

RBK and Local Authority Policy

It is the policy of the Council to ensure all schools maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. King's Oak Primary School operates within the overall health and safety policy of the Royal Borough of Kingston, which specifies required standards of health and safety for schools. **The aim of the Health and Safety Policy is to protect those who work in or visit the school and to prevent accidents.** In particular it is the school's policy to ensure so far as is reasonably practicable that:

- There is a safe and healthy environment throughout the school.
- Working practices which ensure health and safety are established for staff, pupils and others (such as employees from other organisations, contractors and volunteers) who visit or work on the premises.
- Sufficient health and safety information, instruction supervision and training is provided for staff, pupils, employees from other organisations working at the school, 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 and practices are regularly monitored and reviewed and where deficiencies are identified they are promptly rectified.

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Policy agreed by the Premises and Resources Committee: 5th October 2017

Review Date: October 2018

Signed on behalf of the Governing Body

Date: 5th October 2017

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1. ORGANISATION

a) 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 actions are taken to prevent injury to those who work in or visit the school.
- ensuring that decisions of the Governing Body take account of, and comply with, the health and safety policy of the council;
- ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the council's Health and Safety Policy and any legal requirements relating to health and safety;
- ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the Headteacher 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, users, visitors and contractors who may visit, use or work on the premises.
- Ensuring that risk assessments are reviewed and updated when required.

b) 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 the health and safety standards detailed in the Royal Borough of Kingston Health and Safety Handbook for Schools are implemented and maintained at the school.
- To ensure that actions are taken to prevent injury to those who work in or visit the school.
- To ensure that all staff receive adequate health and safety training appropriate for their responsibilities and, in particular, that minimum staff training, as specified in the

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Royal Borough of Kingston Health and Safety Handbook for Schools, is implemented for relevant staff.

- Ensuring that where contractors are engaged to undertake work on school premises or buildings, CDM regulations are adhered to and 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, school staff, pupils or users at risk;
- Ensuring that where employees from other organisations are undertaking extended schools related activities, or similar, such work is adequately planned, organised and supervised and the personnel used have sufficient competence so as to ensure the health and safety of both those undertaking the activity/work and anyone who may be affected by it;
- Attending any required health and safety training provided by the school or the council.
- To ensure that health and safety monitoring and inspection arrangements, meeting the minimum standards specified in the Health and Safety Handbook for Schools, are implemented.
- 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 to the degree of supervision they will receive.
- To ensure 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 staff and pupils, and that these arrangements at least meet any minimum standards specified by the Council.
- 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's specific risk assessments or in relevant Council or CLEAPSS risk assessments, are implemented.
- To ensure there are adequate arrangements for first aid, both on school premises and on outings or activities, in accordance with Council guidelines.
- To ensure the SCR is maintained.

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c) **School Fire Safety Manager**

The Fire Safety Manager will have responsibility for overall planning and organisation of fire safety matters within the school. In particular s/he will:

- 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 half term;
- Ensure that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation, the time taken to evacuate the premises, actions arising and ensuring that these are followed up;
- Instruct new members of staff in the fire procedure and their responsibilities, on their first day of employment;
- Ensure that all staff are aware of their particular responsibilities in the event of fire, including those leading extended school activities;
- Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- Ensure a monitoring check is made, at least every term, to confirm that the weekly internal and quarterly, bi-annual and annual external 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, following the guidelines detailed in the Health and Safety Handbook for Schools.
- Hold the most recent copy of the Fire Risk Assessment and Fire Safety Policy and ensure that these are updated.
- Carry out a written risk assessment for events that will take place out of normal school hours, within school premises, in conjunction with the teacher responsible for the event or with the external body responsible for the activity. See the school Lettings Policy for further details.

d) **Health and Safety Manager**

The Health and Safety Manager is responsible to the Headteacher for:

- Monitoring the management of Health and Safety and Fire Safety at the school.
- Ensuring that health and safety monitoring and inspection arrangements, meeting the minimum standards specified in the Health and Safety Handbook for Schools, are

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implemented and records kept, in order to ensure that health and safety standards are maintained and deficiencies are identified.

- Ensuring that CDM regulations are adhered to and an adequate assessment of the prospective contractors and work involved is undertaken and all procedures are followed.
- Following up issues identified in H&S reports (e.g. governor/RBK) and ensuring that corrective action is taken, implementing all corrective actions identified promptly to maintain the highest possible level of health and safety provision and ensuring that the safety of our school community and others is not compromised; ensuring that the required records are kept;
- Ensuring that requirements relating to COSHH are in place and that the required records are kept.
- Ensure regular premises checks are completed (e.g. fixed electrical, PAT, legionella) and ensure that the reports are acted upon, liaising with the Headteacher
- Ensuring that all paperwork relating to asbestos, water safety, electrical testing, fire safety, risk assessment and other areas identified in the council's Health and Safety Handbook is maintained to a standard required by regulatory bodies such as Ofsted.
- Formulating, monitoring and implementing the school Health and Safety Policy to comply with the requirements of the Health and Safety at Work Act and other legislation.
- Making regular reports to the Headteacher on Health and Safety issues.
- Maintaining records, and monitoring staff induction and training, relating to Health and Safety, ensuring that training and qualifications are kept up to date.
- 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 assessments;
- 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.
- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;

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- Ensuring that staff are adequately consulted on health and safety matters and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated and trained accordingly.
- Formally monitoring the standards of health and safety and ensure that a health and safety report covering the minimum items specified in the Royal Borough of Kingston Health and Safety Handbook for Schools is presented to the Headteacher and governors at least every term.
- 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 used 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.
- Ensuring that a list of first aiders is maintained, together with the dates for refresher training, arranging refresher training as necessary.
- Reporting to the Headteacher on the need to train further first aiders in order to meet the minimum required for the school. Ensuring that notices displaying the name and location of first aiders are kept up to date.
- Informing employed staff of their responsibility to ensure suitability of workstations display screen equipment workstations used in the school.

e) Teaching Staff; Staff within Extended Schools Activities

Teachers (including those leading extended school activities) within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular they are responsible for:

- Undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff, pupils and users;
- Ensuring that they are familiar with the school's fire procedure and their role in it;
- Maintaining good standards of housekeeping and cleanliness in the activities under their control;
- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- 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;

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- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, a risk assessment is carried out and the lesson plan addresses any issues and is adhered to;
- Ensuring that any off-site outing or activity for which they are responsible only takes place following authorisation by the Headteacher and in accordance with the Educational Visits Policy which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk;
- Attending any required health and safety training provided by the school or the Council;
- Undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school in maintaining adequate health and safety standards;
- Reporting, promptly, any deficiencies in health and safety standards they are not able to correct, to the Health and Safety Manager and Site Management Team.

f) Site Manager

The Site Manager is responsible, under the direction of the Health and Safety Manager, to the Headteacher for:

- Ensuring that school fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Handbook for Schools and that records are kept;
- Acting as the school's representative in any dealings with contractors who are to work at the school;
- Assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, issuing a Permit to Work as required and monitoring the standards of health and safety whilst the work is undertaken;
- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified 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 council policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept;

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- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Handbook and that records are kept;
- Ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken and records kept;
- Arranging any necessary corrective action identified by health and safety inspections detailed above;
- Maintaining a register of dangerous and hazardous substances used or stored at 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;
- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- Ensuring that weekly walk 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 s/he only undertakes work which is within his/her training or competence and, in particular, that s/he does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless s/he is both trained and authorised to do so.
- Arranging any necessary corrective action identified by health and safety inspections detailed above;
- Following up issues identified in H&S reports (e.g. governor/RBK) and ensuring that corrective action is taken;
- Implementing all corrective actions identified promptly to maintain the highest possible level of health and safety provision and ensure that the safety of our school community and others is not compromised; ensuring that the required records are kept;

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g) Bursar

The Bursar is responsible for:

- Ensuring that eye and eye sight tests are offered to school staff who are regular users of display screen equipment, in accordance with Council Policy;
- 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.
- Ensuring the SCR is updated and DBS requests and all other required checks on personnel are carried out in a timely manner and clearly recorded, to ensure the highest possible level of safety and safeguarding of children. Through on-going CPD, maintain current and conversant knowledge of current guidance and legislation relating to the SCR and safeguarding is maintained.

h) Other School Staff

All staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council and for drawing attention to any equipment or situation which could create a danger to themselves or others, reporting this to the Health and Safety Manager and Site Manager. Staff should carry out a visual check on cables/plug of electrical equipment, prior to use. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

i) Employees from Other Organisations Working within the School

When employees from other organisations are working within the school or undertaking work as part of an extended school activity, they have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council. They are responsible for drawing attention to any equipment or situation which could create a danger to themselves or others and are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

j) School Pupils

All pupils at the school are required, having regard to their age, maturity and level of understanding, 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 for Education publications, or relevant British or European Standards.

2. COMPETENT 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 COMMITTEE

- The H&S committee meet as and when appropriate and report to the P&R committee.

4. FIRE SAFETY AND FIRE PROCEDURE

- The fire procedure is displayed on the notice boards and next to fire alarm call points. 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 each half 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 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 policy for the school, which designates responsibilities to individual members of staff.

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5. ACCIDENTS AND FIRST AID

- The school has sufficient first aiders and their names are displayed in the office, the kitchen, the staffroom and in the front of the Accident Book. Any injuries to children or staff must be reported to a first aider who will ensure that appropriate action is taken. Records of such injuries are kept in accordance with Council guidance.
- 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 to RBK, in accordance with Council procedures, by the Health and Safety Manager.

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/Assistant Site Manager, or another member of staff, who has been allocated to deputise for this role.
- Where staff, pupils or users become aware of dangers caused by contractors, these should be immediately reported to the Site Manager/Assistant Site 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.

8. SCHOOL TRIPS AND VISITS

- Off-site visits and trips will only be undertaken where a risk assessment and written plan for the trip, detailing the health and safety arrangements and the level of supervision, has been produced and approved by the Headteacher.

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- Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations. Further requirements for off site visits are contained in the Health and Safety Handbook for Schools and in the DfE guidance.

9. SCHOOL AND PUPIL SECURITY

- A risk assessment has been undertaken to establish the necessary security measures required for pupil and user safety.
- Measures in relation to building fabric for which the Council is responsible are implemented on a progressive basis by Council.
- All staff and pupils are required to assist in maintaining good standards of security on school premises.

10. SMOKING

- Smoking is not allowed on school premises.

11. 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 affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented.

12. 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 written risk assessment 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. See the Lettings Policy for further details.

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- The risk assessment 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 risk assessment will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

13. ELECTRICAL SAFETY

- The safety and maintenance of the school's 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 Site 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 Site 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 Site Manager/Assistant Site 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

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and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker.

- 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 Site Manager/Assistant Site 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's electrical installation by contractors will be undertaken in accordance with the school's standard rules for contractors.

14. WORK AT HEIGHT

- Work at height, 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/Assistant Site Manager. Contractors will be made aware of the location of fragile or flat roofs at the tendering stage of any project.
- School pupils must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless there is safe and secure access to the area where the work is undertaken and guard-rails and toe boards are provided to physically prevent a fall.

15. WORK ON MAINTENANCE OR IMPROVEMENT OF SCHOOL PREMISES OR FACILITIES BY VOLUNTEERS

- The school relies on, and greatly appreciates, assistance from parents/carers and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a risk assessment will be carried out in conjunction with the Health and Safety Manager, to ensure the work can be undertaken safely. The risk assessment 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.

16. 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-

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ordinated by the Health and Safety Manager. Records are available in the office for any governor or senior member of staff to view at any time.

- A termly inspection by the Health and Safety Governor will be reported to the Premises and 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 Local Authority.
- The P&R committee will also receive a health and safety report from the Headteacher including details of at least the matters specified for such reports in the Health and Safety Handbook for Schools.
- The Council will undertake periodic health and safety audits of the school, at the request of the school. Reports on Council Health and Safety Audits will be provided to the governors for consideration and action.