

**ST LUKE'S C.E. PRIMARY SCHOOL**  
**Health and Safety Organisation and**  
**Arrangements Statement Policy**

Health & Safety Policy  
Full Governing Body  
Reviewed Summer 2026  
For Review: Summer 2027

## 1. Aims

St Luke's C.E. 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. 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 contractors and volunteers) who visit or work on 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, to include following Government/DFE guidelines in relation to a pandemic.
- Ensure that the premises and equipment are maintained safely, and are regularly inspected, that Health and Safety standards and practices are regularly monitored and reviewed and where deficiencies are identified, they are promptly rectified.
- Have robust procedures in place in case of emergencies

## 2. Legislation

This policy is based on advice from the Department for Education (DfE) on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to visitors on your premises
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

### **3. Roles and responsibilities**

#### **3.1 The governing body**

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher.

The governing body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

- 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
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

#### **3.2 Headteacher**

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

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

In the headteacher's absence, the deputy head teacher and the school business manager assume the above day-to-day health and safety responsibilities.

#### **3.3 Health and safety**

The nominated health and safety lead is the school business manager.

The nominated competent person(s) is Gareth Dutton, headteacher.

### **3.4 Staff**

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

Staff will:

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

### **3.5 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.

### **3.6 Contractors**

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. The school is aware of and makes use of the Construction Design Management Guidance and templates provided by the Action HR Health & Safety Team.

## **4. Health and Safety Arrangements**

### **4.1 Standards and Guidance**

The school complies with all relevant legal standards; it does this by following the guidance provided by the Action HR Health & Safety Team.

Where guidance does not cover a specific issue, the school adopts the practices or standards recommended in, Health & Safety Executive or Department of Education publications or the relevant British or European Standard.

### **4.2 Competent Professional Health & Safety Support and Assistance**

The school receives Health & Safety advice & assistance from the Action HR Health & Safety Team.

The school sends a representative to the regular Schools Health & Safety Meetings arranged by the Action HR Health & Safety Team.

### **4.3 Staff Consultation**

Health & safety is an agenda item at the weekly staff briefing; staff are also able to raise any health & safety concerns directly with the Headteacher.

At this time there is no Staff Health & Safety Consultative Committee; however, should two or more union appointed health & safety representatives request, in writing that one is set up, the Headteacher will ensure that this takes place within three months of the request.

## **5. General Health & Safety**

### **5.1 Risk Assessments**

Risk assessments are undertaken by the appropriate person(s) and discussed with relevant staff. These are reviewed annually, when there is a change in activity or a major incident relating to the risk assessment.

Risk assessment training is available to staff.

### **5.2 Selection of Staff**

The school selects staff having regard to the level of health & safety experience and competence required for the particular role. Training will be made available where a staff's skills require improvement to reach a suitable level.

The Headteacher ensures that Disclosure & Barring Service (DBS) checks are undertaken for all school staff, (including, as required, volunteers).

Pre-employment medical surveillance is undertaken for all new staff, by means of a confidential questionnaire, by the Occupational Health 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.

### **5.3 Information, Instruction and Training**

The Headteacher ensures that all staff receive adequate health & safety Induction including, emergency arrangements and how to obtain first aid.

Staff are provided with adequate in house instruction & training in order to be able to carry out their role safely and attend specialist training, both online and classroom based.

The Headteacher ensures that staff experience and attendance to training are regularly reviewed in order that extra training can be provided when necessary.

### **5.4 Display screen equipment**

All staff who use computers daily as a significant part of their normal work have a display screen are provided with information regarding correct workstation set up as part of their induction. They are encouraged to reassess their workstation annually and / or if they experience any pain or discomfort associated with working at a desk. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

### **5.5 Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties

- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from 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.

### **5.6 Working at height**

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

The school's general risk assessment document includes a section on working at height. Any person working at height follows the control measures identified in the risk assessment to minimise the risk of harm from the work activity.

In addition:

- All staff undertake Working at height training
- All ladders and step ladders provided at the school meet the Class 1 /EN 131 standard
- The site manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as a roof, is only permitted by trained and competent persons

### **5.7 Manual handling**

Manual handling includes the lifting of static loads and any pupils who may require moving and lifting assistance apply to activities where there is a foreseeable risk of injury.

It is up to individuals to determine whether they are fit to lift or move equipment and pupils. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must seek further assistance.

The school's general risk assessment document includes a section on manual handling in the school. Where necessary, proper mechanical aids and lifting equipment are available in school, and staff are trained in how to use them safely.

All staff undergo online manual handling training.

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

- 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
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear

- 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

### **5.8 Smoking and vaping**

Smoking, vaping or the use of e-cigarettes is not permitted anywhere on the school premises.

### **5.9 Infection prevention and control**

The School follows national guidance published by the UK Health Security Agency when responding to infection control issues. Staff and pupils are encouraged to follow this good hygiene practices where applicable.

### **5.10 Management of Organisational Change**

The governing body ensures that, where organisational changes are planned within the school, the health & safety implications are considered and managed effectively.

The Headteacher keeps staff informed of organisational change through staff meetings and other school events such as inset days.

### **5.11 Occupational stress**

St Luke's School is committed to promoting high levels of health and wellbeing, and recognises the importance of identifying and reducing workplace stressors through. All staff have access to an Employee Assistance Programme which offers free, confidential support to help manage all life's events.

### **5.12 New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

### **5.13 Off-site visits**

The School follows the Education Visits Guideline provided by the Action HR Health & Safety Team and has a designated Educational Visits Coordinator.

When taking pupils off the school premises:

- A risk assessment is carried out and approved by the Headteacher for each trip
- Outings involving overnight stays, hazardous activities or trips abroad are approved by the school governors and are also subject to RBK approval with details and risk assessments submitted to RBK's Outdoor Education Adviser.
- Adventure holidays organized by the school will only be undertaken at centres holding a current license under the Adventure Activities Licensing Regulations.
- All off-site visits are appropriately staffed

- Staff will take a mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least 1 first aider with a current paediatric first aid certificate
- For other trips, there will always be at least 1 first aider on school trips and visits

## **6. Building Management**

### **6.1 General Site safety**

The headteacher and site manager are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The school ensures high standards of health & safety across the site by carrying out regular in house, testing, inspection and site checks. These include equipment & systems checks, such as call point testing & water temperature monitoring as well as general site checks to ensure walkways & travel routes are clear and that fire doors are unblocked.

Arrangements are in place to deal with snow & ice on external walkways and playgrounds. It is ensured there is a supply of grit and salt at the site during the winter months.

Relevant health & safety signs are displayed throughout the school, particularly with regard to smoking restrictions, evacuation directional signs and fire procedural signage. The legally required Health & Safety Law poster is displayed in the entrance lobby.

A health and safety report is presented to the governors on a termly basis. The report follows the template provided by Action HR and includes details of:

- Accidents and incidents
- Fire Safety
- Statutory Inspections
- Legionnaires Prevention
- Enforcement Authority Inspections
- Advice from the Local Authority
- Review of Risk Assessments
- Asbestos Management
- Health and Safety Training for Staff
- Events or Unusual Activities

The headteacher, school business manager and site manager are key holders and will respond to an emergency.

### **6.2 Fire Safety**

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. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance. Self-closing fire doors (labelled 'fire door keep shut') are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Automatic fire doors (labelled 'automatic fire door keep clear') are also provided and will shut automatically in the event of the fire alarm being activated.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud bell and fire alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services are contacted automatically. Evacuation procedures will also begin immediately

- Fire extinguishers may be used by staff only, and only then if staff are confident to use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. The main assembly point is the lower playground. There is an additional assembly point in the front garden.
- Class teachers will take a headcount of pupils and then register their pupils from the classlist.
- The headteacher, deputy headteacher, school business manager or admin assistant will take a register of all staff and visitors using the Inventory app.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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

### **6.3 Control of Substances Hazardous to Health (COSHH)**

Schools are required to control hazardous substances, which can take many forms, including but not limited to:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Where any hazardous substance are in use at the school these are subject to COSHH assessment and suitable control measures identified. 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.

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.

Contractors are required to provide copies of their COSHH assessments for review.

The school maintains a COSHH register.

### **6.4 Gas safety**

- Inspection and maintenance arrangements include an annual gas safety inspection carried out by a Gas Safe Registered engineer.
- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

### **6.5 Legionella**

- A water risk assessment has been completed on 3 April 2024 by specialist firm BMS. The site manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint. The last review was January 2026.

- The risks from legionella are mitigated by the following: temperature checks, disinfection of showers, etc.

### **6.6 Asbestos**

The school has an Asbestos Management Plan in place that summarises how asbestos is managed across the school. The most recent Asbestos Management Survey was carried out in March 2016 by Hamson JPA. An annual, professional reinspection of the asbestos identified on the roof is carried out annually. The last annual reinspection was in January 2026.

- A record is kept of the location of asbestos that has been found on the school site
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe

### **6.7 Equipment**

All equipment and machinery is 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.

### **6.8 Electrical equipment**

The fixed electrical installation will be subject to an electrical inspection and test by an N.I.C.E.I.C. contractor at least every five years. 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 connect to the electrical installation by means of a plug and socket will be subject to a visual inspection and annual a portable appliance test (PAT) will be carried out by a competent person.

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the SBM or Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- All isolator switches are clearly marked to identify their machine
- Only trained staff members can check plugs
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- The use of portable mains electrical equipment outside the school buildings will only be permitted if the equipment has been approved by the 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.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### **6.9 Playground and PE equipment**

- The playground and PE equipment is inspected annually by a specialist contractor and receives regular in house visual checks.
- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager or SBM.
- All equipment purchased meets BS EN 1176 and any safety surface installed below ground meets BS EN 1177.

### **6.10 Specialist equipment**

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

### **6.11 Security**

A risk assessment has been undertaken for the school to establish the necessary security measures required for pupil safety. All staff and pupils are required to assist in maintaining good standards of security on school premises.

### **6.12 Car Park**

In order to prevent accidents involving pedestrians & vehicles the school has carried out a car park risk assessment and suitable control measures are in place.

## **7.0 Contractors, Agency Staff, Visitors and Lettings**

### **7.1 Managing and Monitoring Contractors**

The school has a dedicated policy in place for the managing & monitoring of contractors. The school is also aware of, and makes use of the Construction Design Management Guidance and templates provided by the Action HR Health & Safety Team.

### **7.2 Engagement of Agency and Supply Staff**

When agency or supply staff are employed, the school ensures that it informs the agency of any special occupational qualifications required or training necessary for health & safety reasons.

The Headteacher ensures arrangements are in place for agency and supply staff to receive first day health & safety instruction, including emergency arrangements and how to obtain first aid.

The school ensures that the agency obtains DBS checks.

### **7.3 Work Experience and Young Persons**

If a work experience placement is to take place at the school, the Headteacher ensures that a risk assessment is undertaken and that these are provided to the organisation arranging the placement for their information.

### **7.4 Lettings**

All external lettings will be approved by the Headteacher, the lettings agreement covers the relevant health and safety requirements and must be signed.

The hirer may be required to submit a risk assessment to address particular risks related to the letting and must include fire safety, safety of equipment brought onto the premises, first aid arrangements and any arrangements for serving food as a minimum.

## **8. Accidents, Incidents and Violence**

### **8.1 Accident reporting and First Aid**

The School has staff with paediatric first aid and first aid at work qualifications. Names of all trained staff are displayed around the school. 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 as soon as possible.

Accidents, ill health conditions and dangerous occurrences which fall within statutory reporting requirements will be reported on the Action HR Health & Safety on line Accident Management System (AMS). The Action HR Health & Safety Team carry out incident investigations as required and report eligible incidents to the Health & Safety Executive under the Reporting of Incidents, Diseases & Dangerous Occurrence Regulation 2013. The details of any accident or injury sustained by a pupil, and any first aid treatment given, is detailed on a yellow slip and sent home with the pupil on the same day, or as soon as reasonably practicable. Parents are telephoned by the office staff for any more serious incidents.

### **8.2 Violence at work**

Staff should not be in any danger at work, and any violent or threatening behaviour towards staff will not be tolerated. This applies to violence from pupils, visitors or other staff and could include:

- Verbal abuse
- Threatening behaviour
- Anti social behaviour
- Damage to property
- Physical violence
- Online or social media bullying

Any incidents of aggression or violence (or near misses) directed to staff must be reported to headteacher immediately who may report this to the Action HR Health and Safety Team via AMS. Further reporting to an appropriate authority is determined on a case by case basis.