

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

H&S Policy
Premises Health & Safety Committee
Reviewed Summer 2021
For Review: Summer 2022

It is the policy of Borough and the Local Education Authority (LA) 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. St Luke's C of E 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.
- Health and Safety standards and practices are regularly monitored and reviewed and where deficiencies are identified, they are promptly rectified.
- To follow any/all Government/DFE guidelines in relation to a pandemic.

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 decisions of the governing body take account of, and comply with, the health and safety policy of the Borough and LA;
- ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the Borough 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, 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 the 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 of those undertaking the work and anyone who may be affected by it.

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, which are carried out in conjunction with the Premises Leader:

- To ensure that the health and safety standards detailed in the Royal Borough of Kingston Health & Safety Handbook for Schools are implemented and maintained at the school.
- To ensure that school staff receive adequate health and safety training appropriate for their responsibilities and, in particular, that minimum staff training is implemented for relevant staff, as specified in the Royal Borough of Kingston Health & Safety Handbook for Schools, is implemented for relevant staff.
- To ensure that staff are adequately consulted on health and safety matters either through the premises committee, or directly, and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated.
- To ensure that the standards of health and safety are formally monitored and that a health and safety report covering the minimum items specified in the Royal Borough of Kingston Health & Safety Handbook for Schools is presented to the Governors at least every term.
- Attend 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 & 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 the staff and pupils, and that these arrangements at least meet any minimum standards specified by the LA and the school governors.
- 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 CLEAPPS 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 that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept
- To ensure there is an up to date asbestos survey or re-inspection for the school.
- To ensure there is a current Asbestos Management Plan in place.
- maintaining records of health and safety training undertaken for school staff;
- General H&S risk assessments are carried out by the Premises Leader and those for the use and storage of hazardous substances and general risk assessments by the Premises Manager

c) Fire Safety Manager

The Headteacher, in consultation with the Premises Leader will have responsibility for overall planning and organisation of fire safety matters within the school. In particular, they will:

- ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Health & 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.
- ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;

d) 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 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;
- 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, hazardous activities or trips abroad 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 to 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

e) The Premises Leader and Site Manager are responsible to the Headteacher for:

- ensuring that fire equipment and systems are adequately maintained and tested and that record are kept;
- acting as the school 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, 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 Premises Leader /Headteacher;
- ensuring that statutory inspections of school plant equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with school

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, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management 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 to inspect the standards of housekeeping in the school premises and that deficiencies which cannot be promptly corrected are reported to the Premises Leader /Headteacher.
- ensuring that they only undertake work which is within their training or competence and, in particular, that they do not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless they are both trained and authorised to do so.
- To ensure there is an up to date asbestos survey or re-inspection for the school with a copy kept available on-site for viewing by staff and contractors

f) **School Secretary/Administrator are responsible for**

- ensuring that a list of first aiders is maintained, together with the dates for refresher training;
- arranging necessary refresher training for first aiders;
- reporting to the Headteacher 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;
- maintaining the school accident book and arranging for online statutory accident reports to be completed and sent to the RBK where necessary;
- ensuring that there is a nominated person and deputy for calling the fire brigade in the event of fire and that a clear notice of the procedure for calling the fire brigade is displayed;
- 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.

g) **Other School Staff**

All school 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 to the school's 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 which avoids risks to themselves or others.

h) **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 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 school health and safety committee will be chaired by the governor elected Chair by the committee and meet at least once per term. The committee will consist of appointed safety representatives, other members of the teaching and non-teaching staff.

4. FIRE SAFETY AND FIRE PROCEDURE

The fire procedure is displayed on the class 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 at least once a term and records kept by the Premises Leader. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Premises Leader.

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 designate responsibilities to individual members of staff.

5. ACCIDENTS AND FIRST AID

The school has 6 full first aiders and 15 paediatric, (2 first aiders are both paediatric and full and included in both figures) the names of whom are displayed in the school office. 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, in accordance with RBK’s procedures, by the school secretary.

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 Premises 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 Leader.

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 relevant department head or the Headteacher.

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, 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 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. SCHOOL AND PUPIL 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.

10. SMOKING

No smoking is 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 effect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented.

12. EVENTS AND USE OF SCHOOL PREMISES BY EXTERNAL BODIES

Where events are planned to take place out of normal school hours, within school premises, and organised by an external body, this must be authorised by the Headteacher. These will take place in line with the risk assessments agreed between the school and the external body. Risk assessments 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 an external body hires the school premises the relevant H&S requirements are covered in the hire agreement which must be signed.

13. 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 N.I.C.E.I.C. contractor at least every five years and this will be organised by the Premises Leader 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 N.I.C.E.I.C. 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.

The Premises Manager (PB) received the 'Electrical Safety Kingston' on 23/2/18. As such the Premises Manager may undertake the following work: Visual inspection of electrical fittings for damage, formal visual inspections of portable appliances, and refitting plugs. All other electrical work must be undertaken by a NICEIC electrical contractor. 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.

14. 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 'ladder trained' members of staff (currently Lin Felicien, Jane Corlett, Cat McGilvray, Phil Boughton & Jacqui Bye). 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 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 Premises 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.

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-ordinated by the Premises Leader.

Inspections will be undertaken twice a term and will cover each area of the school. The inspections will be

undertaken by the Premises Leader and/or the Site Manager. The inspection reports will be reviewed by the Governing Body Premises Health & Safety committee and necessary actions followed up. Where problems identified by inspections cannot be satisfactorily resolved at school level the Headteacher will raise the matter with BRM or the LA.

The governors meeting will also receive from the Headteacher and/or Premises Leader the health and safety report including details of at least the matters specified for such reports in the Health and Safety Handbook for Schools. The LA will undertake periodic health and safety audits of the school. Reports on LA Health and Safety Audits will be provided to the governors for consideration and action.

Summer 2021