



HEALTH and SAFETY POLICY

Value Statement (who we are):

Coombe Hill Infants' School is an inclusive, community school with a strong tradition of mutual respect and tolerance within a nurturing family environment. We provide an outstanding education for all children.

Vision Statement (what we strive for):

Our vision is to develop strong minds, bodies and spirit in preparation for life. We sow the seeds of curiosity, enthusiasm and resilience to ensure all children continue to delight in their lifelong love of learning.

Statutory

Responsibility: Janet Berry

Reviewed on: November 2016

Reviewed by: Janet Berry

Next review Date: November 2018

Governor Committee: Community, Children & Safeguarding – Alison Reid & Dan Wright

“Safeguarding is everyone's responsibility”

Coombe Hill Infants' School complies with the relevant legal duties as set out in the Equality Act 2010 and the Human Rights Act 1998; we promote equality of opportunity and take positive steps to prevent any form of discrimination, either direct or indirect, against those with protected characteristics in all aspects of our work.

It is the policy of Borough and the Local Education Authority (LEA) 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. Coombe Hill Infants' 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.
- Health and Safety standards and practices are regularly monitored and reviewed and where deficiencies are identified they are promptly rectified.

ORGANISATION

a) Responsibilities of the Governors

The school governors are to monitor standards of health and safety within the school. Where deficiencies are identified the governors are to ensure that corrective action is taken to resolve these issues. 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 LEA;

- 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 by considering the health and safety report from the head teacher 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 is undertaken to make sure 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 with school activities, or undertake work in school premises, such work is adequately planned, organised and supervised, and appropriate risk assessments conducted to ensure volunteers 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) **Responsibilities of 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 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 school staff receives adequate health and safety training appropriate for their responsibilities and, in particular, that minimum staff training, as specified in the Royal Borough of Kingston Health and Safety Handbook for Schools, is implemented for relevant staff.
- To ensure that staff are adequately consulted on health and safety matters either through the school Health and Safety Committee (see list – Appendix A), or directly, and that staff 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 and Safety Handbook for Schools is presented to the Governors at least every term.
- To attend the school health and safety committee on a termly basis.
- 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 and Safety Handbook for schools, are implemented.
- To ensure that where new members of 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, adequate arrangements and risk assessments are in place 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 LEA.
- To ensure that, where required, school specific risk assessments and generic 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 LEA 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 LEA guidelines.
- To ensure that an accident/near miss reporting book is maintained in the school office and all incidents are thoroughly checked to ensure all necessary action has been completed. Book to be inspected at least termly.

c) Fire Safety Manager - Headteacher

(See Fire Safety Policy)

d) Responsibilities of the Teaching Staff

All Staff within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular the teaching staff 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 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 or risk assessment considerations in relation to a particular lesson or activity, that 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 and has an appropriate risk assessment 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 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) **Responsibilities of the Premises Manager – Site Manager**

The Premises Manager is responsible to the Headteacher for:

- ensuring that 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 accurately kept;
- acting as the school representative in any dealings with contractors and ensuring they are fully briefed on the schools health and safety policy and any appropriate risk assessments to all them 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 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, 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 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.

f) **Responsibilities of the Health and Safety Co-ordinator**

The Health and Safety Co-ordinator is responsible for:

- Maintaining records of health and safety training undertaken for school staff;
- Ensuring that all generic and specific risk assessments are done so as to ensure that all activities done both within school and out of school on school trips are carried out within minimum risk. Also to make sure that use of the school by parents/helpers/visitors and children for school concerts, sports days, fairs or other community or fund raising events have been appropriately risk assessed. Ensure that risk assessments are circulated to all those concerned and are regularly updated;
- 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;
- ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
- To do a Health and Safety walk round with the Health and Safety Governor termly and then to make sure that recommendations are carried out.
- To attend meetings of the Health and Safety Committee termly

- ensuring that a record of practice fire evacuation drills conducted at least termly is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;

g) Responsibilities of the School Secretary

The school secretary is responsible for:

- overseeing duties as the First Aid officer, 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/near miss book is kept updated and inspected by head teacher at least termly. Arrange for statutory accident reports to be completed in accordance with the procedure in the Health and Safety Handbook for Schools;
- 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 assessments are undertaken of display screen equipment workstations used regularly in the school by employed staff and that records of the assessments are kept;

- ensuring that eye and eye sight tests are offered to school staff who are regular users of display screen equipment, in accordance with the Council's Policy;

h) **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 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 which avoids risks to themselves or others.

i) **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.

Conclusion and review

It is the legal duty of everyone to ensure that they carry out their responsibilities in respect of the Policy. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher and the governing body. This policy identifies the schools arrangements for health and safety and welfare at work and will be reviewed each year. All staff should refer to the Royal Borough of Kingston's Health and Safety Manual for further information.

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 headteacher and meet at least once per term. The committee will consist of members from both teaching and non-teaching staff. (See list – Appendix 1)

4. FIRE SAFETY AND FIRE PROCEDURE (See Fire Safety Policy)

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 at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Premises 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.

5. ACCIDENTS AND FIRST AID

The school has first aiders, the names of whom must be displayed on the standard first aid signs. 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 or near misses must be entered in the accident/near miss book. The contents of first aid boxes are maintained and kept in date by the secretary and are situated in the school office, lower bay and dining room. Accidents, ill health conditions and dangerous occurrences which fall within statutory reporting requirements, will be reported, in accordance with Council 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. These 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 Manager. The Premises Manager is to ensure that all contractors working at the school have received a school health and safety brief.

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 to include full risk assessment and the level of supervision has been produced and approved by the Headteacher. Further requirements for off site visits are contained in the Health and Safety Handbook for Schools and in the DCSF Guidance.

9. SCHOOL AND PUPIL SECURITY

A risk assessment has been undertaken for the school to establish the necessary security measures required for pupil safety. Measures in relation to building fabric for which the LEA are responsible are implemented on a progressive basis by the LEA. 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 ill health, 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. 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 School Risk Assessor, 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, requirements for the use of swimming pools, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan and insurance 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 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 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 Premises Manager. 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 risk assessment 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.

The requirements of Construction (Design & Management) Regulations 2007 may apply and (if the school is commissioning the work) the Headteacher will ensure that:

- **a competent** designer & contractor has been appointed
- **information** on potential hazards on site has been provided
- sufficient **time** and **resources** for risks to be addressed is allowed
- **adequate welfare facilities** on site for workers are available

The above duties apply to all projects. Notifiable projects are those expected to last longer than 30 days or involve more than 500 person days of construction work. For projects which are 'notifiable', Headteachers have additional responsibilities to ensure that

- a competent CDM Co-ordinator is appointed
- a competent Principal Contractor is appointed
- the Construction Phase Health and Safety Plan is suitable
- the Health and Safety Executive is notified of the project

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 Health and Safety Officer.

The Premises Manager is to conduct a weekly site survey of the school noting any defects in the defects book and reporting findings to the Headteacher.

Formal health and safety Inspections will be undertaken termly and will cover every area of the school. The inspections will be undertaken by a team consisting of the Health and Safety Co-ordinator, One Health and Safety Governor and the Premises Manager. The inspection reports will be reviewed by the Health and Safety 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 LEA.

The school health and safety committee is to meet at least termly, and on completion the head teacher will submit a report to the governors including details of at least the matters specified for such reports in the Health and Safety Handbook for Schools.

The LEA will undertake periodic health and safety audits of the school and will receive a health and safety report from the Headteacher at least every term. Reports on LEA Health and Safety Audits will be provided to the governors for consideration and action.

