



# Health and Safety Policy

<b>Written By</b>	<b>Head Teacher</b>	
<b>Frequency of Review</b>	<b>Annually</b>	
<b>Date reviewed and approved by Governing Body</b>	<b>November 2016</b>	
<b>Date of next review</b>	<b>November 2017</b>	
<b>Display on Website</b>	✓	
<b>Purpose</b>	Burlington Junior 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.	
<b>Consultation</b>	<b>Governors</b>	✓
	<b>Parents</b>	x
	<b>Pupils</b>	x
	<b>Staff</b>	✓
<b>Links with other policies</b>	<b>Child Protection Safeguarding</b>	

**Burlington Junior School**

**HEALTH AND SAFETY POLICY**

It is the policy of The Royal Borough of Kingston ( RBK)) 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. Burlington Junior 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 and volunteers, so as to ensure the health and safety of all who may be affected by their work or activities. Visitors are given information on fire evacuation and initial safety whilst in the building.
- Health and Safety standards and practices are regularly monitored and reviewed and where deficiencies are identified they are promptly rectified.

Reviewed: Nov 2016

Next Review: Nov 2017

Accepted: on behalf of Governing Body \_\_\_\_\_

**Please also see the RBK Health and Safety Manual for Schools**

## **ORGANISATION AND ARRANGEMENTS**

## **Appendix 1**

### **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 RBK;
- ❑ Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the RBK Health and Safety Manual for Schools (March 2016) 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: Mrs. Utting**

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 RBK Health and Safety Manual 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, as specified in the RBK Health and Safety Manual for Schools, is implemented for relevant staff
- ❑ To ensure that staff are adequately consulted on health and safety and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated.

- ❑ Attend any required health and safety training provided by the school or RBK
- ❑ To ensure that the health and safety monitoring and inspection arrangements, meeting the minimum standards specified in the RBK Health and Safety Manual 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 specified by RBK.
- ❑ To ensure that, where required, school specific risk assessments are undertaken and recorded
- ❑ To ensure that there are adequate arrangements for first aid, both on school premises and on school outings, or activities, in accordance with RBK guidelines
- ❑ Ensure relevant staff are 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 there is a nominated person and deputy for calling the fire brigade in the event of fire and meet them on arrival and that a clear notice of the procedure for calling the fire brigade is displayed;
- ❑ Ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the RBK Health and Safety Manual 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 fire;
- ❑ Ensure that there is an evacuation plan for any child in a wheel chair or with special needs that may affect mobility (i.e. sight impaired).
- ❑ 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 assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;

**d) All 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, 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 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 and that a risk assessment is carried out for each trip or outing;
- ❑ Attending any required health and safety training provided by the school or by RBK;
- ❑ 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.
- ❑ 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.
- ❑ In particular teachers are responsible for ensuring that;
  - Neither children nor members of staff stand on chairs or tables or desks at any time.
  - That an adult is present in the classroom at all times when children are present. No teacher is permitted to leave pupils unattended at any time. This includes all break times.
  - Wires do not form a hazard.
  - All equipment is kept safely.
  - Children do not plug and unplug or carry electrical equipment.
  - Children and staff do not carry heavy equipment.
  - Staff do not bring in their own electrical devices or equipment without prior consent of the Headteacher and premises manager.

- Teachers should not have phones on display or portable electronic devices in the classroom. They may do with prior consent of the Headteacher but should be aware of data protection when leaving personal items in a classroom. The school will not be held accountable for loss, theft or damage of these devices.

**e) Premises Manager:**

**THE PREMISES MANAGER MUST REPORT ANY CONCERNS ABOUT THE HEALTH AND SAFETY OF STAFF, PUPILS OR VISITORS IMMEDIATELY TO THE HEADTEACHER, UNLESS THEY CAN BE MADE SAFE IMMEDIATELY.**

The Premises Manager is responsible to the Headteacher for:

- ❑ Ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standard specified in the RBK Health and Safety Manual for Schools and that records are kept;
- ❑ 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;
- ❑ 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 Headteacher;
- ❑ Ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with RBK 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 RBK Health and Safety Manual for Schools 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 control maintained in accordance with the appropriate COSHH assessments;
- ❑ Ensuring that regular 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 only undertakes work which is within his training or competence and, in particular, that he does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he is both trained and authorised to do so.
- ❑ 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;
- ❑ Ensure that water temperature tests to be carried out regularly, as a precaution against growth of Legionella bacteria.

**f) School Administration: Office staff**

The school administration is 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 statutory accident reports to be completed in accordance with the procedure in the RBK Health and Safety Manual for Schools
- ❑ Ensuring that there is a nominated person and deputy for calling the fire brigade in the event of a fire and that a clear notice of the procedure for calling the fire brigade is displayed;

**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 RBK Health and Safety Manual for Schools, which gives information on a number of health and safety issues of relevance to the school.

### **2. Competent Professional Health and Safety Support and Assistance**

Competent advice on health and safety issues is available to the school through the Kingston and Sutton Shared Service Occupational Health, Safety and Wellbeing Team.

### **3. Resources Committee (incorporates H and S)**

The school Resources committee will be chaired by a Governor and meet at least once per term. The committee will consist of staff and Governors as well as the site manager when Health and Safety is discussed (agenda item one).

### **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 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".

A copy of the fire safety risk assessment for the school is held by Head teacher. 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**

All teaching assistants are first aid trained. Any injuries to pupils or staff must be reported to the 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. 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 which are notified to the contractor and form part of the contractual arrangements. These arrangements are



documented in the RBK Health and Safety Manual 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.

## **7. Health and Safety Training**

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

## **8. School Trips and Visits**

Off-site visits and trips will only be undertaken where a written plan for the trip, a risk assessment carried out, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher. Further requirements for off site visits are contained in the RBK Health and Safety Manual for Schools and in any DfE guidance.

## **9. School and Pupil Security**

A risk assessment has been undertaken for the school to establish the necessary security measure 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 anywhere on school premises by any member of staff, contractor or visitor including in the staff car park or within cars. Those people wishing to smoke must leave the premises completely.

## **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 risk assessment for the event will be drawn up by the school and/or organiser responsible for the event. The risk assessment will particularly address fire safety issues, the safety of equipment brought onto 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.

### **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 SBM/ 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 RBK Health and Safety Manual for Schools appropriate to the type of equipment concerned. Such equipment will be labelled with the date of inspection and a date of the next inspection due. The Premises Manager will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as fitting or changing plugs, or changing bulbs or tubes in lighting units, will be organised or undertaken by the Premises Manager. Such work will only be undertaken when the relevant part of the installation has been isolated. Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via 30mA residual current circuit breaker. Pupils must not change bulbs in any equipment.

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 in any circumstances.

**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 coordinated by the Deputy Headteacher.

Inspections will be undertaken regularly and will cover each area of the school. The inspections will be undertaken by a team consisting of a Governor and/or the Deputy or Head teacher and the Premises Manager. The inspection reports will be reviewed by the H&S committee and necessary actions followed up. A summary of the result 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 RBK.

Once a term in the Heads report, Governors will receive a health and safety report.

The Critical Incident Plan is also reviewed with this policy.

March 2016

Next review date March 2018