

Royal Borough of Kingston upon Thames

Green Lane Primary and Nursery School



## Health and Safety Policy

## Health and Safety Policy

### Royal Borough of Kingston upon Thames (RBK) and Local Education Authority Policy

It is the policy of Borough Council 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. Green Lane Primary & Nursery 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 policy of Green Lane Primary & Nursery School 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.

#### 1. Procedures

##### 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 Council and LA;
- ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the RBK 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:

- To ensure that the health and safety standards detailed in the RBK Health and 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, as specified in the RBK 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 safety 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 RBK Health and Safety Handbook for Schools is presented to the Governors at least every term.
- To chair the school's health and safety committee.
- Attend any required health and safety training provided by the school or the RBK Council.
- To ensure that health and safety monitoring and inspection arrangements, meeting the minimum standards specified in the RBK Health and Safety Handbook for Schools, are implemented.
- To ensure that, where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive.
- To ensure for any off-site event or trip organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils, and that these arrangements at least meet any minimum standards specified by the LA.
- To ensure that, where required, school specific risk assessments are undertaken and recorded.
- To ensure that the health and safety requirements identified, via COSHH, CLEASPPS, school specific risk assessment or any other route , 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 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.

c) **Fire Safety Manager, Headteacher**

The headteacher will have responsibility for overall planning and organisation of fire safety matters within the school. In particular he or she will:

- ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Health and Safety Handbook for Schools and that practice fire evacuation drills are undertaken at least every 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.

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, RBK 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 that, where pupils need to wear any protective clothing or equipment for particular lessons or activities, 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 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) **Premises 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 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 reported to the headteacher;
- ensuring that statutory inspections of school 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 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.
- 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**

The school secretary/ administrator 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
- maintaining records of health and safety training undertaken for school staff;
- 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;
- 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 Handbook for Schools;
- 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;
- 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 in the school by employed staff and that records of the assessments are kept; (see Appendix 1)
- ensuring that eye sight tests are available to school staff who are regular users of display screen equipment, in accordance with the RBK Council's Policy;

- 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 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.

h) **School Pupils**

Through assemblies and PSHE all pupils at the school are made aware that they 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.

1. **STANDARDS AND GUIDANCE**

Mandatory common standards and guidance are contained in the RBK 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 once every term. The committee will consist of appointed trade union safety representatives, other members of the teaching and non-teaching staff.

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". Automatic fire doors are also provided which will shut in the event of the fire alarm being activated. 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 11 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 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 Council procedures, by the school secretary/administrator.

## **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 Manager.

## **7. HEALTH AND SAFETY TRAINING**

Minimum standards of health and safety training are specified in the Health and Safety Handbook for Schools and this training is provided for all relevant staff. Specialist training, for particular purposes not covered in the Health and Safety Handbook for Schools, will be specified by the relevant department head or the headteacher.

## **8. SCHOOL VISITS AND RESIDENTIAL JOURNIES**

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 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. Measures in relation to building fabric for which the LA are responsible are implemented on a progressive basis by the LA. All staff and pupils are required to assist in maintaining good standards of security on school premises.

## **10. SMOKING**

Smoking is not allowed on school premises or visits.

## **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. 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 Fire Safety Manager, 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, 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 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 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 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, 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 senior leadership team.

Inspections will be undertaken twice a term and will cover each area of the school. The inspections will be undertaken by a team consisting of a member of the senior leadership team, one teacher 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 LA.

The Finance and Premises committee of Governors meeting will also receive from the headteacher a 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 and will receive a

health and safety report from the headteacher at least every term. Reports on LA Health and Safety Audits will be provided to the governors for consideration and action.

**Appendix 1**

**Work Station Assessment Checklist**

This check list is designed to be used in conjunction with the Evolve on-line training course “Display Screen Equipment Assessment” but can be used on its own by school staff.

<b>Name</b>		<b>Date</b>	
<b>Job Title</b>			
<b>Department</b>			
<b>Line Manager</b>			

**Desk**

Action	Completed <i>✓/x</i>
Position your computer along the straightest edge of your desk. Your keyboard and monitor should be positioned directly in front of your seat.	
Clear excess paperwork from your desk; make use of in-trays and consider if any of it could be scanned and stored electronically.	
Remove items stored underneath your desk in order to maximise your leg space.	
If you have movable draw units position them so that they give you as much leg room as possible.	
Ensure that all electrical cables are neat and do not trail across any areas where people walk.	
<b>Further action required?</b>	

**Chair**

Action	Completed <i>✓/x</i>
Familiarise yourself with the adjusters on your chair. Check that none are loose or broken.	
Adjust your chair to a comfortable working height. You should be able to sit with a 90 degree angle at your hip and at your knee. <i>N.B. If you are unable to get your feet flat on the floor you will need a foot rest.</i>	
Adjust the height of your back rest in order to provide lower back and shoulder support.	
If you have arm rests on your chair adjust to a comfortable working height. Ideally you should be able to put your arms on the rests and on your desk with a comfortable 90 degree angle at your elbows.	
<b>Further action required?</b>	

### Computer Equipment

Action	Completed ✓/X
The top of your screen should be in line with your eye-line. Adjust your monitor stand to the right height or find an alternative (such as a ream of paper) to stand your monitor on.	
If you have any problems with the image on the screen such as flickering or blurred characters contact the ICT helpdesk on 5090	
Sit facing your monitor with your arms resting on your desk. Consider: a) Would you find it a more comfortable typing position if the keyboard was tilted?  b) Would you benefit from using a wrist rest?	
If your computer tower takes up too much space on or under your desk consider alternative arrangements. Contact ICT prior to moving any computer equipment.	
Position your mouse mat & mouse as close to the end of your keyboard as possible.	
Do you suffer from pain or discomfort in your hands, wrists or lower arm? Consider: a) Would you find it more comfortable using a different size or style of mouse?  Contact your department's office equipment supplier to request samples. <b>You must contact ICT prior to trialling or purchasing any new equipment.</b>	
Further action required?	

### Office Equipment

Action	Completed ✓/X
If your duties require working/ copying from paper documents consider if you would benefit from a document holder.	
Position your document holder at eye level and as close to the edge of your screen as possible.	
If you are right handed your telephone should be positioned to your right – on your left if you are left handed.	
Position your telephone within easy reach; you should be able to pick up the handset without having to stretch.	
If your duties involve using the telephone for long periods consider the use of a headset.	
Further action required?	

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**The Wider Office**

<b>Action</b>	<b>Completed</b> ✓/x
Ensure that you are able to open and close all of the window blinds in your immediate area.	
Check that the carpet/ floor covering surrounding your desk is suitable with no tears or raised edges.	
Ensure there are no cables or equipment stored in walkways	
<b>Further action required?</b>	