Orleans Primary School



Health and Safety Policy

Governor's Committee Responsible	Full Governing Body	
Status	Statutory	
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Signed (Chair of Governors / Committee)		Date
Signed (Executive Headteacher)		Date

RBK and Local Education Authority Policy

It is the policy of the 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. Orleans Primary School operates within the overall health and safety policy of the London Borough of Richmond, 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.

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 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 School Business Manager 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 to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.

b) **Head of School**

The Head of School has overall responsibility for the day-to-day management of health and safety in the school. In particular, the Head of School has the following responsibilities:

- To ensure that the health and safety standards detailed in the 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 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 Health and 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 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. (This is detailed in our educational visits policy).
- 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 in relevant LA 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 practice fire evacuation drills are undertaken at least every half term;

c) **Fire Safety Manager (School Business Manager)**

The School Business Manager 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
- 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 weekly and monthly fire alarm system and emergency lighting checks are being undertaken correctly and that a report is provided to the Head of School on the results of this check.
- 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
- 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, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are 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 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 Head of School 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;
- ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff when requested and that records of the assessments are kept;
- 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.

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, 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 authorisation by the Head of School 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 approval with details and risk assessments submitted to the Outdoor Education Adviser.
- attending any required health and safety training provided by the school or the Council;
- undertaking, as required by the Head of School, any formal health and safety monitoring or inspections, in order to assist the school in maintaining adequate health and safety standards;
- reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the Head of School, or the Caretaker as appropriate

e) **Caretaker**

The Caretaker is responsible to the School Business Manager for:

- acting as the school representative in any dealings with contractors who are to work at the school

- Conducting the necessary weekly and monthly tests and checks on the fire alarm system, fire door closers, call points, emergency light LEDs and emergency light flash testing, and legionella water temperature checks. Reporting any defects or issued to the School Business Manager;
- 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 School Business Manager
- 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 School Business Manager;
- 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.
- 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;

f) **School Office Team**

The school office team are responsible for:

- maintaining the school accident book and arranging 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 records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;

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 Royal Borough of Kingston's Health, Safety and Wellbeing Unit of the Council.

3. **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 every half term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Caretaker.
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** (Please see our school's First Aid Policy)

The school has14 first aiders: 3 First Aiders who have completed the 'First Aid at Work' course, 8 who have completed the 'Paediatric First Aid' course and 3 who have completed the "Emergency First Aid" course. Their names are displayed on the standard First Aid signs (see Appendix 1). 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. This accident book is reviewed to ensure that appropriate action is taken. The contents of first aid boxes are maintained by the first aiders and the teachers 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 Business Manager.

6. **SCHOOL AND PUPIL SECURITY**

A risk assessment has been undertaken for the school to establish the necessary security measure required for pupil safety. To ensure the safety of the pupils the school site is locked down at 9.00am and reopened at 3.20pm every day. All entry to the school after the start of the school day is through the school office and all visitors are required to sign in and to wear a visitor badge whilst on the premises.

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. This policy should be read in conjunction with the Critical Incident Policy and the Fire and Evacuation Plan.

7. **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 Caretaker, 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 Caretaker.

8. **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 Head of School.

9. **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 Head of School. 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.

10. **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.

11. **SMOKING**

No smoking or vaping is allowed on school premises.

12. **SUN SAFETY**

Orleans Primary School recognises that incidences of skin cancer in the UK have doubled over the last 15 years and it is now the second most common form of cancer. Skin cancer is preventable and by protecting the skin of young children, it is possible to reduce the risk of sunburn and cumulative damage caused by the sun.

Our aims are to work with parents/carers/health professionals/governors and the wider community to reinforce awareness about sun safety and promote healthy choices, both at home and at school, through making them aware of the dangers and how they can keep safe in the sun.

In order to protect children from the sun we encourage parents and pupils to follow the SMART code:

Stay in the shade 11am-3pm
Make sure you never burn
Always cover up
Remember to take extra care with children
Then use at least factor 50+ sunscreen

Parents are asked to apply sunscreen to their children before they come to school. When applying sun cream in school, most children will be able to apply the sun cream themselves. As some children may have allergies to some sunscreens, children should be encouraged <u>not</u> to share and teachers and other staff are not legally obliged to administer sunscreen.

Teachers should consider the activities that they plan for pupils outside between the hours of 11 and 3, the sessions should take account of the weather and children should be encouraged to drink water on a regular and frequent basis. All pupils are asked to bring in a named water bottle which they have in school every day, pupils have access to these during lessons. There are water fountains in the school playground which pupils can use at break and lunchtime play.

We will remind parents during summer weather to apply sunscreen through our weekly school newsletter.

13. **MEDICAL SUITABILITY FOR WORK AND MEDICAL ARRANGEMENTS**

Pre-employment medical surveillance is undertaken for all new staff, usually by means of an online 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.

14. **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 Head of School 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.

15. **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 School Business 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 School Business 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 Caretaker. 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 Caretaker 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 30m A RCD.

Work on the school electrical installation by contractors will be undertaken in accordance with the school's standard rules for contractors.

16. **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 Caretaker. 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 the fall prevention system is used to physically prevent a fall.

17. **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.

18. **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 School Business Manager.

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 the School Business Manager, the Health and Safety Governor and the Caretaker. The inspection reports will be reviewed by the 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 Head of School will raise the matter with the LA.

The governors meeting will also receive from the School Business Manager a health and safety report including details of at least the matters specified for such reports in the Health and Safety Handbook for Schools.

Appendix 1

List of current qualified first aiders:

Paediatric First Aid

Veronique Agricole

Gabby Capillo

Katherine Belsten

Iona Medland

Virginia Parker

Pia Von Wuntsch

Charley Taylor

First Aid at Work

Lorna Barks

Loretta Lau

Marie Simon

Emergency First Aid

Paul Parry

Luci Rainford

Kaya James