

# Health & Safety Policy Guidance and Policy Template

## Introduction:

This Guidance and Policy Template has been developed by the Occupational Health, Safety & Wellbeing Team to enable your school to meet its legal obligation for a Health & Safety Policy to document the organisation and arrangements in place.

The policy sets out the responsibilities of the controlling body, Governors, Headteacher, school staff and pupils.

All staff (teaching and support) should have access to this document to remind them of their own duties to the school and others.

- **Legal Requirements**

Health & Safety at Work etc Act 1974 - The act places a legal duty on employers to ensure, so far as reasonably practicable, the health, safety & welfare of employees and to ensure employees and others are kept safe. There must be a Health & Safety Policy statement in place setting out how health & safety is managed in the organisation.

Management of Health & Safety at Work Regulations 1999 - The regulation requires that there are arrangements in place to manage health & safety.

- **Document Structure**

Health & Safety Policies are set out in three parts:

- ❖ Statement
- ❖ Organisation
- ❖ Arrangements

# Health & Safety Policy

## Statement of Policy

It is the policy of King's Oak Primary School to maintain high health and safety standards in order to protect pupils, members of staff, visitors and others who may be affected by school activities. In particular, it is the school's policy, so far as is reasonably practicable, to:

- ❖ Provide and keep plant and equipment and systems of work that are safe and suitable;
- ❖ Provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, students and visitors;
- ❖ Provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for employees' and students' welfare at work;
- ❖ Ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place;
- ❖ Provide forums for active employee involvement in the continuous improvement of health and safety throughout the schools activities, as staff make an invaluable contribution to reducing risks.

**Policy agreed by the Premises and Resources Committee**

**Review Date: September 2021**

**Signed on behalf of the Governing Body:**

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***Chair of Governors***

**Date: 7<sup>th</sup> October 2021**

# Organisation

## School Governors

The school's 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 the school has access to competent health and safety advice/advisors;
- ❖ Ensuring that decisions of the governing body take account of, and comply with, the health and safety policy of the Local Authority;
- ❖ Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards;
- ❖ 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.

## Health and Safety Governor

The elected Health and Safety Governor has the responsibility to liaise with the Headteacher and others on health and safety issues. Their duties are to:

- ❖ Monitor the action plans developed from the health and safety audits/inspections and ensure adequate resources are identified by the Governing Body to make improvements;
- ❖ Take an active part in school inspections and monitor the follow up actions;
- ❖ Review health and safety data including accidents and report to the Governing Body on the continuous progress being made into creating a safer and healthier school;
- ❖ Commend staff and students where health and safety improvements have been made.

## Headteacher

Ian Hutchings has overall responsibility for the day to day management of health and safety in the school. In particular, the Headteacher has the following responsibilities:

- ❖ Ensure that appropriate health and safety standards are implemented and maintained at the school;
- ❖ Ensure that appropriate staff are appointed to manage specific areas of health & safety;
- ❖ Ensure that school staff receive adequate health and safety training appropriate for their responsibilities;
- ❖ Ensure that staff are adequately consulted on health and safety matters and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties;
- ❖ Ensure that the standards of health and safety are formally monitored and that a health and safety report is presented to the Governors at least every term;
- ❖ Attend appropriate health & safety training in order to be able to understand and carry out their role;
- ❖ Ensure arrangements are in place for health & safety inspection & maintenance, including statutory inspections of plant and equipment across the school;
- ❖ Ensure that all legally required documentation such as Asbestos Management Plans and Legionella Control Schemes are in place;
- ❖ Ensure that health and safety monitoring and inspection arrangements are implemented;
- ❖ 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;
- ❖ 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;
- ❖ Ensure that, where required, school specific risk assessments are undertaken and recorded;
- ❖ Ensure that the health and safety requirements identified in any risk assessments are implemented;
- ❖ Ensure there are adequate arrangements for first aid provision, both on school premises and on school outings, or activities;
- ❖ Ensure suitable safeguarding and security procedures are in place;
- ❖ Ensure accident/incidents are suitably investigated and recorded.

## Appointed Fire Safety Manager (H&S Manager)

Colin Davis has responsibility for the planning and organisation of fire safety matters within the school, in particular:

- ❖ Ensuring there is a suitable and sufficient fire risk assessment in place;
- ❖ Ensuring the school's Fire Safety Policy is up to date;
- ❖ Ensuring that fire precautions in the school premises are maintained to an appropriate standard;
- ❖ Ensuring fire evacuation drills are undertaken at least every term and that all staff are aware of their particular responsibilities in the event of fire;

- ❖ Ensuring that comprehensive records are kept of evacuation drills;
- ❖ Ensuring that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- ❖ Ensuring staff/students that require additional help to safely evacuate have an up to date Personal Emergency Evacuation Plan (PEEP);
- ❖ Ensuring that the inspection and maintenance of fire safety systems and equipment is taking place and that a regular report is provided to the Headteacher on the results of these checks;
- ❖ Fire risk assessment for events that will take place out of normal school hours, within school premises, in conjunction with the teacher responsible for the event or with the external body responsible for the activity. See the school Lettings Policy for further details.
- ❖ Risk assessment to be provided by the person renting our property and to be reviewed by the Site Manager.

## Health & Safety Manager

Siobhan Vethanayagam has responsibility (delegated by the Headteacher) for the management and monitoring of general Health & Safety within the school, in particular:

- ❖ Formally monitoring the standards of health and safety and fire safety, ensuring that a health and safety report is presented to the Headteacher and governors at least every term.
- ❖ Ensuring that health and safety monitoring and inspection arrangements and checks are implemented accordance with legal requirements and records kept;
- ❖ Following up issues identified in H&S reports (e.g. governor/RBK) and ensuring that corrective action is taken;
- ❖ Ensuring the schools Legionella Control Scheme is up to date;
- ❖ Ensuring the school's Asbestos Management Plan is up to date;
- ❖ Ensuring the school's Contractor Managing & Monitoring Policy is up to date and adhered to;
- ❖ Ensuring that requirements relating to COSHH are in place and that the required records are kept;
- ❖ Formulating, monitoring and implementing the school Health and Safety Policy to comply with the requirements of the Health and Safety at Work Act and other legislation;
- ❖ Maintaining records, and monitoring staff induction and training, relating to Health and Safety, ensuring that training and qualifications are kept up to date;
- ❖ Maintaining local accident & incident records and ensuring that these are reported to the Headteacher;
- ❖ Accidents, incidents and violent incidents are reported to the Action HR Health & Safety Team using the AMS system by either the H&S Manager or Headteacher.
- ❖ Ensuring that staff are adequately consulted on health and safety matters and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated and trained accordingly;
- ❖ Ensuring that, where volunteers are used to give assistance to 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 those undertaking the work and anyone who may be affected by it;

- ❖ Ensuring that a list of first aiders is maintained, together with the dates for refresher training, arranging refresher training as necessary;
- ❖ Reporting to the Headteacher on 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 any staff identified as Display Screen Equipment users are provided with advice regarding safe workstation set up.

## Site Manager

Colin Davis is responsible, under the direction of the Health & Safety Manager, to the Headteacher for:

- ❖ Ensuring that school fire equipment and systems are adequately maintained and tested in accordance with legal requirements and that records are kept;
- ❖ Acting as the school's 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, issuing a Permit to Work as required and monitoring the standards of health and safety whilst the work is undertaken;
- ❖ Ensuring there is a procedure in place for informing contractors of, any hazards associated with the work area and the emergency arrangements in place;
- ❖ 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 legal requirements 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 legal requirements and that records are kept;
- ❖ Ensuring that any necessary statutory inspections of lifting equipment, pressure vessels and exhaust ventilation equipment etc. are undertaken and records kept;
- ❖ 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 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 s/he is both trained and authorised to do so;
  - ❖ Arranging any necessary corrective action identified by health and safety inspections detailed above;
  - ❖ Implementing all corrective actions identified promptly to maintain the highest possible level of health and safety provision and ensure that the safety of our school community and others is not compromised; ensuring that the required records are kept.

## Educational Visits Coordinator

Vicky Bacon has been appointed as the Educational Visits Coordinator, whose responsibilities include:

- ❖ Coordinating between staff organising the visit and the Headteacher and/ the Educational Visits Adviser to ensure visits are arranged safely;
- ❖ 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.

## Finance Team

The Finance Team is responsible for:

- ❖ Ensuring that eye and eye sight tests are offered to school staff who are regular users of display screen equipment, in accordance with Council Policy;
- ❖ Ensuring the SCR is updated and DBS requests and all other required checks on personnel are carried out in a timely manner and clearly recorded, to ensure the highest possible level of safety and safeguarding of children. Through on-going CPD, maintain current and conversant knowledge of current guidance and legislation relating to the SCR and safeguarding is maintained.

## All Staff

All staff (including those leading extended school activities) within the school have a duty to follow the school's procedures and a responsibility for: the health and safety of themselves and pupils under their control; undertaking their work in accordance with any instructions or training provided; and for drawing to the school's attention any equipment or situation which could create a danger to themselves or others, reporting this to the Health & Safety Manager and Site Manager/Deputy Site Manager.

All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

In particular, they 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 and students are familiar with the school's fire procedure and their role in it;
- ❖ Maintaining good standards of housekeeping and cleanliness in the activities under their control;
- ❖ Ensuring equipment is only used (by staff and students) in the way it has been designed to be used (e.g. do not stand on chairs and tables when working at height);
- ❖ Carrying out a visual check on cables/plug of electrical equipment, prior to use;
- ❖ Carrying out a visual check on resources used for PE lessons e.g. mats or gym equipment prior to use;
- ❖ 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 Headteacher and in accordance with the Educational Visits Policy which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk;
- ❖ Attending any required health and safety training;
- ❖ Not undertaking any activity which may break into the fabric of the building (e.g. hammering/drilling into walls/floors) to avoid the disturbance of asbestos;
- ❖ Undertaking, as required, 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, to the Health and Safety Manager and Site Management Team;
- ❖ Ensure safeguarding and security procedures are followed.

## 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.

## Employees from Other Organisations Working within the School

When employees from other organisations are working within the school or undertaking work as part of an extended school activity, they have a responsibility for undertaking their work in accordance with

any instructions or training provided by the school or the Council. They are responsible for drawing attention to any equipment or situation which could create a danger to themselves or others and are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

# Arrangements

## Standards and Guidance:

The school complies with all relevant legal standards; it does this by following the guidance provided by the Action HR Health & Safety Team.

Where guidance does not cover a specific issue the school adopts the practices or standards recommended in Health & Safety Executive or Department of Education publications or the relevant British or European Standard.

## Competent Professional Health & Safety Support and Assistance:

The school receives Health & Safety advice and assistance from the Action HR Health & Safety Team, (Occupational Health, Safety & Wellbeing Team Royal Borough Kingston in shared service with London Borough Sutton).

The school sends a representative to the regular Schools Health & Safety Meetings arranged by the Action HR Health & Safety Team.

## Staff Consultation:

Health & safety is an agenda item at staff meetings; staff are also able to raise any health & safety concerns directly with the Headteacher or H&S Manager.

At this time there is no Staff Health & Safety Consultative Committee; however, should two or more union appointed health & safety representatives request, in writing that one is set up, the Headteacher will ensure that this takes place within three months of the request.

## General Health & Safety:

### Risk Assessment

Risk assessments are undertaken by the appropriate person(s) and discussed with relevant staff. These are reviewed annually, when there is a change in activity or a major incident relating to the risk assessment. Risk assessment training is available to staff.

### Selection of Staff

The school selects staff having regard to the level of health & safety experience and competence

required for the particular role. Training will be made available where staff skills require improvement to reach a suitable level.

Disclosure & Barring Service, (DBS) checks are undertaken for all school staff, (including, as required, volunteers). The responsibility for this task is delegated by the Headteacher to the Finance Officer, with whom the Headteacher has regular meetings, at least once every half term, to ensure compliance.

## Information, Instruction & Training

The Headteacher ensures that all staff receive adequate health & safety induction including, emergency arrangements and how to obtain first aid.

Staff are provided with adequate in house instruction and training in order to be able to carry out their role safely and attend specialist training, both online and classroom based.

The Headteacher ensures that staff experience and attendance at training are regularly reviewed in order that extra training can be provided when necessary.

## Management of Organisational Change

The governing body ensures that, where organisational changes are planned within the school, the health & safety implications are considered and managed effectively.

The Headteacher keeps staff informed of organisational change through staff meetings and other school events such as inset days.

## First Aid

The Headteacher ensures that sufficient numbers of qualified First Aiders are on duty at all times and that first aid supplies are available.

When events take place at the school, including those organised by the Parent Staff Association, the number of First Aiders required is taken into consideration.

## Display Screen Equipment/ Workstation Assessment

All staff are provided with information regarding correct workstation set up as part of Induction. Where staff are identified as a workstation “user” they are encouraged to reassess their workstation annually and/ or if they experience any pain or discomfort associated with working at a desk.

## School Trips and Educational Visits

King’s Oak Primary School follows the Educational Visits Guidelines provided by the Action HR Health

& Safety Team. An Educational Visits Coordinator has been appointed and has attended suitable training.

The school carries out a risk assessment for each trip. Where trips are planned to activity centres the school checks that there is an Adventure Activities Licence in place. Enquiries are made as to the training and competence of the senior staff. Where the risk assessment identifies high risk for a trip these are discussed with the independent Educational Visits Adviser.

## Building Management:

### Fire Safety Management

The school has a Fire Safety Policy in place that addresses local responsibilities and arrangements.

The Headteacher ensures there is a procedure in place for reviewing the Fire Safety Risk Assessment and ensuring that recommendations are actioned.

Arrangements are in place to ensure that inspection and maintenance of all fire safety systems and equipment takes place; as well as appropriate record keeping.

All staff take part in regular emergency drills and where they have a specific fire safety role they attend appropriate training that is refreshed at least every three years.

The school will notify the Action HR Health & Safety Team of any work involving or storage of, flammable, oxidising or explosive substances.

### Control of Substances Hazardous to Health

It is the policy of King's Oak Primary School to ensure there are arrangements in place to both assess and manage the risks of any hazardous substances used on the premises. To this end there is a Control of Substances Hazardous to Health Policy in place.

Where any chemicals are in use at the school these are subject to COSHH assessment and suitable control measures identified. Where contractors are used they are required to provide copies of their COSHH assessments for review. The school maintains a COSHH register.

Any staff involved in the management of COSHH receive suitable training that is refreshed at least every three years.

### Asbestos

The school has an Asbestos Management Plan in place that summaries how asbestos is managed

across the school.

Suitable training is provided to any staff involved in the management of asbestos and this is refreshed every three years.

## Legionella

There is a Legionella Control Scheme in place at the school. The Duty Holder has ensured that a suitable and sufficient assessment has been carried out at King's Oak Primary School to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any precautionary measures needed.

The Duty Holder has appointed a 'Responsible Person' as a competent person to take day to day responsibility for managing any risks identified in the assessment. In order to enable the Responsible Person to carry out their role, the Duty Holder has ensured that they have attended appropriate training and received suitable instruction.

## Plant and Equipment

There are managed contracts in place to ensure that required inspection, testing and maintenance of all plant and equipment. These contracts are organised and managed in house by Colin Davis (Site Manager) and David Pike (Deputy Site Manager).

Inspection and maintenance arrangements include an annual gas safety inspection carried out by a Gas Safe Registered engineer and five yearly fixed electrical inspections by a specialist contractor, NICEIC qualified for electrical work.

Any equipment used for the moving and lifting of people (mobile hoist, ceiling track hoist, hydraulic changing tables etc.) plus any lifting accessories, (including those only use in lifting static loads) receive a six monthly Thorough Examination (in line with the requirements of LOLER).

Arrangements are in place to ensure the findings from inspections are reviewed and recommendations actioned.

## General Site Safety

The school ensures high standards of health & safety across the site by carrying out regular in house, testing, inspection and site checks. These include equipment and systems checks, such as call point testing as well as general site checks to ensure walkways and travel routes are clear and that fire doors are unblocked.

Arrangements are in place to deal with snow and ice on external walkways and playgrounds. It is ensured there is a supply of grit/ salt at the site during the winter months.

Relevant health & safety signs are displayed throughout the school, particularly with regard to smoking

restrictions, evacuation directional signs and fire procedural signage. The legally required Health & Safety Law poster is displayed in the staff room.

In order to prevent accidents involving pedestrians and vehicles the school has carried out a car park risk assessment and suitable control measures are in place.

## Playground and Gym Equipment

The school follows the Playground and Gym Equipment Guidance provided by the Action HR Health & Safety Team. All new equipment purchased is obtained from an EC supplier and is CE marked. Only equipment that meets BS EN 1176 is purchased and safety surface installed beneath the equipment meets BS EN 1177.

The playground risk assessment takes the play equipment into consideration and control measures are in place to reduce the potential for accidents. All equipment receives regular in house visual checks and an annual professional inspection by a specialist contractor.

## Work at Height

Regular review is carried out of any work at height activities taking place at the school; where tasks are significant or undertake on a regular basis written risk assessments are completed.

All ladders and step ladders and other working at height equipment provided at the school meet the Class 1/ EN 131 standard and any staff required to carry out work at height tasks are provided with suitable training that is refreshed at least every three years.

## Manual Handling

The school carries out a regular review of any manual handling tasks taking place; this includes handling of “static loads” and where any pupils require moving and lifting assistance. Where tasks are significant or undertaken on a regular basis, written risk assessments are completed.

Where any member of staff is required to undertake manual handling tasks, (either static load or people moving), they are provided with appropriate training that is refreshed at least every three years.

## Contractors, Agency Staff and Visitors:

### Managing and Monitoring Contractors

The school has a dedicated policy in place for the managing and monitoring of contractors. The school is also aware of, and makes use of the Construction Design Management Guidance and templates provided by the Action HR Health & Safety Team.

## Engagement of Agency and Supply Staff

When agency or supply staff are employed, the school ensures that it informs the agency of any special occupational qualifications required or training necessary for health & safety reasons.

The Headteacher ensures arrangements are in place for agency and supply staff to receive first day health & safety instruction, (Induction) including emergency arrangements and how to obtain first aid.

The school ensures that the agency obtains DBS checks and carries out safer recruitment checks.

## Work Experience and Young Persons

If a work experience placement is to take place at the school, the Headteacher ensures that a risk assessment is undertaken and that these are provided to the organisation arranging the placement for their information. The young age and lack of experience are taken into consideration in the risk assessment.

## Accidents, Incidents & Violence:

### Accident & Incident Reporting

All accidents and incidents are recorded locally and in house investigation is carried out to establish cause and prevent a recurrence. The school also makes use of the Action HR Health & Safety on line Accident Management System, (AMS) to report accidents and incidents.

The Action HR Health & Safety Team carry out incident investigations as required and report eligible incidents to the Health & Safety Executive under the Reporting of Incidents, Diseases & Dangerous Occurrences Regulation 2013

### Violence

King's Oak Primary School does not tolerate any violence towards staff. "Violence" could include:

- ❖ Verbal abuse
- ❖ Threatening behaviour
- ❖ Anti social behaviour
- ❖ Damage to property
- ❖ Physical violence
- ❖ Online or social media bullying

Where staff are involved in a violent incident this is recorded and reported to the Action HR health & Safety Team via AMS.

Further reporting to an appropriate authority is determined on a case by case basis.

