

# Christ Church New Malden

Church of England Primary School

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### Health & Safety Policy

Committee responsible	Business Impact Committee
Approval required by	Business Impact Committee
Statutory or Recommended	Statutory
Frequency of review	1 year
Date last reviewed	13 March 2019
Date of next review	March 2020
Display on website	Yes
Purpose	To provide safe and ordered school environment
Consultation	Staff, Governing Body
Link with other policies	Anti-Bullying, Home-School Partnership

	Signed	Date
Headteacher		13/03/19
Chair of Governors		13/03/19





## 1. Introduction

The School operates within the overall Health and Safety (H&S) policy of the Royal Borough of Kingston, which specifies required standards 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 H&S are established for staff, pupils and others (such as contractors and volunteers) who visit or work on the premises
- Sufficient H&S information, instruction, supervision and training is provided for staff, pupils, contractors, volunteers, and visitors so as to ensure the H&S of all who may be affected by their work or activities
- H&S standards and practices are regularly monitored and reviewed and where deficiencies are identified they are promptly rectified

## 2. Organisation and Responsibilities

### 2.1 *The Headteacher*

The Head has overall responsibility for the day to day management of H&S in the school and ensuring that:

The H&S standards detailed in the Royal Borough of Kingston's H&S Handbook for Schools (available via the RBK Service Centre <http://servicescentre.org.uk/>) are implemented and maintained

- School staff receive adequate H&S training appropriate for their responsibilities and that minimum training, as specified in the H&S Handbook for Schools, is implemented
- Staff are consulted on H&S matters and on the type and nature of the duties allocated
- H&S standards are monitored formally and that a H&S report covering the minimum items specified in the H&S Handbook for Schools is presented to the Governors at least once a term
- H&S monitoring and inspections are implemented meeting the minimum standards specified in the H&S Handbook for Schools
- Selection criteria for staff takes account of their ability to undertake work safely given the likely level of supervision
- On any off-site event or trip organised by, or on behalf of, the school adequate arrangements are made for the supervision of the pupils involved and the safety of all attending and that these arrangements at least meet any minimum standards specified by the Local Authority (LA)
- Where school specific risk assessments are required that they are carried out and recorded.

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- H&S requirements identified, by school specific risk assessments or other relevant risk assessments, are implemented.
  - Adequate First Aid arrangements are in place

## **2.2 Governors**

The Governors have responsibility for reviewing the school's standards of H&S and for ensuring that corrective action is taken if deficiencies are identified. The Governors are also responsible for ensuring that:

- Governing Body decisions take account of and comply with the H&S policy of the Local Authority (LA) and Diocese
- Sufficient resources are allocated to meeting the mandatory minimum standards of the LA's H&S Policy and any legal requirements relating health & safety
- H&S standards in school are monitored daily and a detailed inspection carried out termly
- School premises, buildings and equipment for which they are responsible are adequately maintained, cleaned and inspected so as to ensure the H&S of all who visit or work on the premises.
- An adequate assessment of the prospective contractors is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting anyone at risk
- The H&S of volunteers is covered within the risk assessment that staff carry out for the activity in which they are involved.

## **2.3 Fire Safety Manager**

A named member of the Senior Leadership Team will have responsibility for overall planning and organisation of Fire Safety matters within the school. In particular, they are responsible for ensuring that:

- Fire precautions in the premises are maintained in accordance with those set out in the H&S Handbook for Schools and that practice fire drills are undertaken at least once per term
- All staff are aware of their particular responsibilities in the event of fire
- There are arrangements in place for nominated members of staff to call the Fire Brigade and meet them on arrival

- Once a term a check is made on the inspection and maintenance arrangements for fire alarm and detection systems and fire extinguishers: that they are being undertaken correctly and that a report is made to the Headteacher on the results of this check

#### **2.4 Teaching Staff**

Teachers have a responsibility for the H&S of themselves and pupils under their care. In particular they are responsible for ensuring that:

- Lessons and school activities are carried out in accordance with any national, local or school H&S guidelines and policies
- They are familiar with the school Fire Procedure and their role in it
- Good standards of housekeeping and cleanliness are maintained for the activities under their control
- Any equipment for which they are responsible is fit for purpose and maintained in a safe condition
- Lesson plans address any H&S issues
- Any off-site outing or activity follows Royal Borough of Kingston guidelines, and that overnight or hazardous activities will have written authorisation from the Headteacher and Governing Body
- They attend any required H&S training provided by the school
- They undertake any formal H&S monitoring or inspections required by the Headteacher
- Reporting any deficiencies they are unable to correct to the Headteacher, or the caretaker
- Hot drinks taken into the playground must be in insulated, spill-proof cups provided.
- If they leave the classroom, the children are supervised by a qualified adult. The teacher retains responsibility for any accidents in their absence from the room
- Child are not to be left unsupervised in the Junior Hall

#### **2.5 School Administration**

The School Business Manager is responsible for:

- Fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the *H&S Handbook for Schools* and that records are kept
- A record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises

- Day-to-day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are reported
- 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 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 eye and eye sight tests are offered to school staff who are regular users of display screen equipment, in accordance with the Council's Policy

## ***2.6 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.

## ***2.7 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.

## **3. Arrangements**

### ***3.1 Standards and Guidance***



Mandatory common standards and guidance are contained in the *H&S Handbook for Schools* which gives information on a number of H&S 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 H&S Executive, or Department of Education publications, or relevant British or European Standards.

### **3.2 H&S Support and Assistance**

Competent advice on H&S issues is available to the school through the Health, Safety and Welfare Unit of the Council.

### **3.3 H&S (Business Impact) Committee**

The School's Business Impact Committee, which holds the brief previously covered by the H&S Committee, will meet at least once per term. The Committee will consist of the Headteacher, an appointed Trade Union safety representative (if possible), and representatives of the Governing Body.

### **3.4 Fire Safety and Fire Procedures**

#### **3.4.1 Fire Safety procedures**

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 Business Manager.

Where self-closing fire doors are provided in the school to delay the spread of fire and smoke they 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 in the school office. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

In addition

- All staff should make themselves aware of fire exit signs and instructions

- Staff should be aware of how to access fire extinguishers around the school
- The placement of furniture and equipment in the school must not impede emergency evacuation.
- The fire system will be checked weekly and recorded by the caretaker
- Any person who finds a fire is responsible for raising the alarm by ringing the nearest alarm
- On hearing the alarm all pupils and adults on the premises should evacuate the building and assemble in the playground
- Office staff are responsible for bringing with them the inventory signing-in system
- Teachers should take an immediate head count
- Any missing person should be reported to the Headteacher, or in their absence to their nominated deputy. Teachers must remain with their class.
- The Fire Brigade must be contacted in the event of a fire
- No personnel may return to the building until it is declared safe by a Fire Officer, or in the event of a drill, by the Headteacher or nominated deputy.

### ***3.4.2 Other emergencies***

A similar evacuation procedure will take place for any other emergency.

### ***3.5 Accidents and First Aid***

Each site has a minimum of two trained first aiders. They hold a current First Aid at Work Certificate. There should always be one first aider available when pupils are in school. At lunchtime minor injuries are dealt with by School Meals Supervisory Assistants.

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 office staff.

#### ***3.5.1 First Aid procedures***

- First Aid equipment must be provided in a labelled area and its whereabouts known to all staff.

- Clear signs must be situated in appropriate places around the school so that other personnel, visitors and staff from organisations letting the premises can identify and access the equipment if needed.
- Disposable plastic gloves should be used at all times when there is likely to be contact with body fluids. This includes sickness, cuts and grazes and nosebleeds. Failure to wear gloves, if provided, is the responsibility of the individual staff member, and the school, Governors, LA or Diocese cannot be held responsible for any complications incurred as a result of personal negligence. Each class has a pack of disposable gloves in their classroom. A box of gloves is accessible for all lunchtime supervisors. The class Teaching Assistant / Senior Lunchtime Supervisor should re-order if supplies are getting low.
- Gloves should only be used once and then, together with all medical waste, be placed in a separate disposal bin provided for that purpose only (located in the office medical area). The bin should be lined with a bag that is sealed and removed daily.
- The caretaker must be informed of any spillages of body fluids so that the premises can be cleaned appropriately.

### **3.5.2 Recording of accidents**

A daily record is kept daily of all pupils receiving first aid treatment and these records are kept for a minimum of 3 months. Children with minor head bumps always take home a note to inform parents in case complications emerge later in the day.

- If it is considered that further treatment may be required then parents are contacted - they are responsible for seeking further advice.
- If however, the child needs to go straight to hospital then the parents are notified and an ambulance called. In the absence of parents, the Headteacher or another staff member will accompany the child to hospital and remain with them until a parent/guardian arrives.
- If a child has been sent to hospital as the result of an accident in school an accident report form is filled in and sent to the H&S Department at the Local Authority.

### **3.6 Medication**

The School does not accept responsibility for giving medicines to children. However, we recognise that some children need to complete a course of antibiotics or other prescribed medicines, and if staff are prepared to do so, these will be administered in school as necessary.



Generally, the School prefers not accept any medicines that have not been prescribed, e.g. paracetamol, Calpol. Children who need this medication should, in most cases, be at home.

In this event that parents as the school to administer medicine then they will be required to sign a disclaimer form, acknowledging that the school does not accept liability for failing to give the medication, administering the wrong medication or giving an incorrect dose. Parents may, of course, come to the school to administer the medication themselves.

Asthma inhalers and Epipens will be kept in school to be used as required. Designated members of staff have training in the use of Epipens, and are made aware of pupils currently on roll who may require such treatment. : a list is kept in the office, the staff room and in the class of pupils requiring Epipens

All medication must be handed in to the school office. A written record is kept of all medication administered.

### ***3.7 Vomiting and Diarrhoea***

If a child is unwell during the school day parents will be informed and asked to take the child home. Children who have been sent home from school should be absent for 48 hours before returning. Children who have been ill at home should not return to school within 48 hours

### ***3.8 Head Lice***

If there are known cases of head lice within a class then letters are sent out to the whole class to alert parents. We cannot ask a parent to remove the child from school. However, we can politely request, that in the best interest of the child, they are treated as soon as possible. It remains the parents' choice whether they take them home or not. The school nurse is no longer allowed to check or monitor children's hair.

### ***3.9 School Trips***

A portable first aid kit is carried on all school visits, along with essential medication such as Epipens. On most visits there is a First Aid station on site and all coach companies carry a first aid kit.

## **4. Sun Safety**



Pupils are encouraged to wear a sunhat in the playground during hot weather.

The application of sunscreen is not the responsibility of school staff: parents are encouraged to apply a good sunscreen before school so it should not be necessary to reapply this before the end of school. However, children may bring in a named sunscreen and reapply themselves.

## **5. Healthy Eating**

The school provides, through a third party, a hot meals service. The meals provided are designed to meet the Government's nutritional standards. The school has adopted a nut-free policy.

In addition, we provide periodic information for parents about creating healthy lunch boxes. We notify the parents/carers that we discourage fizzy drinks and sweets in lunch boxes. Also, we do not allow children to bring in sweets to share with their class.

Governors make occasional visits at lunchtimes to check the standards of the meals provided.

## **6. Child Protection**

See the Safeguarding Policy

## **7. Premises Cleaning**

A regular maintenance programme for cleaning is agreed between the caretaker and Headteacher. However, all toilets and washbasins should be cleaned and rubbish bins emptied daily.

## **8. Premises Letting**

The written lease sets out conditions which includes H&S. The hirer is responsible for the security of the building during the agreed letting hours. Subsequently the Caretaker is responsible for the security of the building.

## **9. 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 Headteacher/ Deputy Headteacher / Site Leader or Caretaker.

Major building projects are the responsibility of the School's named surveyor. Any major works contractors should supply the school with their own H&S Policy.

## **10.H&S Training**

Minimum standards of H&S training are specified in the H&S Handbook for Schools and this training is provided for all relevant staff. Specialist training, for particular purposes not covered in the Handbook, will be specified by the school.

## **11.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 Headteacher or Deputy 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.

The trip leader will ensure that:

- records are kept of pupils undertaking the school trips or outings, together with the names and responsibilities of supervising staff accompanying the pupils
- 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.

In addition:

- On farm visits the children must wash and dry their hands before eating lunch and before leaving the premises.
- All coaches used must have seat belts fitted.
- Signed consent forms must be returned before a child is permitted on a trip.
- A first aid kit must be taken and emergency medicine for individual children.

- There must be sufficient adult supervision to ensure safety. The minimum requirements are as follows:
  - For Reception - 1 adult per 5 children
  - For Years 1-3 - 1 adult per 6 children
  - For Years 4-6 - 1 adult per 10-15 children  
(These are RBK guidelines, the School will comply with these, however we will look towards a more generous ratio where possible.)
  - For residential trips - 1 adult per 10 children

## **12. School and Pupil Security**

Risk assessments have been undertaken for the school to establish the necessary security measures required for pupil safety at both sites. All staff and pupils are required to assist in maintaining good standards of security on school premises.

At the beginning and end of each school day the gates are unlocked to allow access for parents to collect their child from the classroom door.

Once the gates are locked, access is via the main school entrance only. The front door is always shut. Visitors are required to ring the bell and report to reception. All visitors, without a DBS check, remaining on the premises will be asked to sign in and to wear a visitors' badge.

Panic buttons in the office are linked to the police station.

### ***12.1 Infant Site***

Pupils will only be allowed to leave the premises with a responsible adult known to the school. A sibling aged 16 or over may be allowed to collect according to circumstances.

### ***12.2 Junior Site***

At the beginning and end of the school day the gates are unlocked to allow parents and pupils access to the school.

If parents allow their child to travel to school unaccompanied they must inform the school by filling in the appropriate form, sent home annually but available at any time from the school office. Children cycling to school must have passed the Bikeability Level 2 course.

## **13. Smoking**



No smoking is allowed on school premises.

#### **14. Medical Suitability for Work & 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 H&S reasons, will be provided to the school to avoid putting the employee or others at risk.

If a staff member becomes pregnant or suffers from a medical condition likely to affect their work, then they should notify the school as soon as possible to enable any special precautions to be put in place.

#### **15. Evening Events & Use of Premises by Third Parties**

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.

#### **16. Electrical Safety**

The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every 5 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 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 are not to 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.

Only portable mains electrical equipment can be used outside the school buildings. This will only be permitted if the equipment is 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.

## **17. Physical Education and Playground Equipment**

Annual inspections will take place of all equipment by authorised contractors. If equipment is in need of repair at any time, it will cease to be used immediately until appropriate repairs or replacements are made.

When using large apparatus pupils should wear suitable clothing and footwear.

Pupils are not permitted to wear jewellery in school, with the exception of studs for children with pierced ears.

The school follows the guidance in the Association for Physical Education's publication *Safe Practice in Physical Education, School Sport and Physical Activity* concerning personal effects, including jewellery.

Ideally , children should take ear-rings out for PE lessons, or not wear them on that day. Staff are not responsible for the removal or replacement of ear-rings.



Pupils unable to remove earrings are be required to make them safe by taping, front and back, which may offer a measure of protection. The taping should be sufficient to prevent the stud post penetrating the bone behind the ear should an unintentional blow be received (eg from someone or from equipment such as a ball).

This taping may be done at home for younger children or prior to the lesson for older students.

Staff are not required to remove or tape earrings for students.

Where taping is utilised, the person supervising the group maintains the responsibility to ensure the taping is effective for purpose. Where staff consider the taping to be unsatisfactory to permit safe participation, they will need to consider alternative involvement in the lesson for the student.

In all cases, where removal of personal effects or making safe an item is not possible, strategies to enable safe participation in the lesson need to be introduced. The student should be involved in all the learning but adaptations will need to be made in terms of how they take part in the practical aspects of the lesson.

### ***17.1 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.

Within the classrooms, staff must use the short safety steps provided, and never use chairs.

### ***17.2 Work on 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.H&S 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 Business Impact Committee.

Inspections are undertaken once a term and will cover each area of the school. The inspections will be undertaken by a team consisting of a member of the Administration team responsible for premises management (the School Business Manager or nominated deputy) and at least one member of the Business Impact Committee.

The inspection reports will be reviewed by the Business Impact Committee and necessary actions followed up.

Where problems identified by inspections cannot be satisfactorily resolved at school level, the Headteacher will raise the matter with the LA.

The Governors Meeting will receive from the Business Impact Committee a H&S report covering, at least, the areas specified for such reports in the *H&S Handbook for Schools*.

The LA will undertake periodic health & safety audits of the school. Reports will be provided to the governors for consideration and action.