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## BURLINGTON INFANT AND NURSERY SCHOOL

**POLICY TITLE:** Health and Safety Policy

**Persons with Responsibility:** Su Yay-Walker, Headteacher  
Clare Burton (SBM)

**Key Legislation:** The Health and Safety at Work, etc. Act 1974  
The Management of Health and Safety at Work Regulations 1999

**Documents consulted:**

**Policy History:**

Issue No.	Date	Author	Summary of Changes	Next Review Date
1	2013	KT		Autumn 2017
2	Oct 2017	WF		Autumn 2018
3	Sept 2018	SYW		Autumn 2019
4	Sept 2019	CB, SYW		Autumn 2020
5	Sept 2020	CB,SYW		Autumn 2021

**Approved by Governors at a meeting on :**

**Please refer to signed minutes of this meeting**

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Burlington Infant and Nursery School operates within the overall health and safety policy of the Royal Borough of Kingston, which specifies required standards of health and safety for schools. In particular it is the 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, children and others (such as employees from other organisations, contractors and volunteers) who visit or work on the premises.
- Sufficient health and safety information, instruction supervision and training is provided for staff, children, employees from other organisations working at the school, 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.
- Maintain a positive Health & Safety culture through regular communication and consultation with all parties on matters that arise. Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health.

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## 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 Local Authority;
- ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the Local Authority Health and Safety Policy and any legal requirements relating to health and safety;
- ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the Headteacher 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, children, visitors and contractors who may visit, use or work on the premises;
- ensuring that where contractors are engaged to undertake work on school and 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 children, families or others at risk;
- ensuring that where employees from other organisations are undertaking extended schools related activities, or similar, such work is adequately planned organised and supervised, and the personnel 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 where volunteers are used to give assistance to school activities, or undertake work in school, 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.

### b) Headteacher

The Headteacher has overall responsibility for the day to day management of health and safety in the school. This includes the following responsibilities:

- To ensure that the health and safety standards detailed in the Royal Borough of Kingston Health and Safety Handbook for Schools are implemented and maintained at the school.

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- To ensure that school staff receive adequate health and safety training appropriate for their responsibilities.
  - To 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 allocated.
  - To 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 any required health and safety training provided by the school or the Local Authority.
  - 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 children involved and the safety of the staff and SBM children.
  - To ensure that risk assessments for educational visits are authorised by the Educational Visit Coordinator and the Headteacher through EVOLVE.
  - To ensure that, where required, school specific risk assessments are undertaken and recorded.
  - To ensure that the health and safety requirements identified in the school specific 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 LA guidelines.

#### **c) Fire Safety Manager - School Business Manager**

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

- ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Health and Safety Handbook for Schools and that practice fire evacuation drills are undertaken at least every term;
- ensure that all staff are aware of their particular responsibilities in the event of fire, including those leading Extended School activities;
- ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;

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- ensure a check is made at least every term that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that a report is provided to the Headteacher on the results of this check.

**d) All staff**

All staff, including those working in Extended School activities within the school, have a responsibility for the health and safety of themselves and children under their control. In particular, all staff are responsible for:

- undertaking lessons or other activities in accordance with school guidelines relevant to the health and safety of the staff and children;
- ensuring that they are familiar with fire procedure and their role in it;
- maintaining good standards of housekeeping and cleanliness in the activities under their control;
- ensuring where children 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 activity, that a risk assessment is undertaken and is adhered to;
- ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Headteacher and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that children or others are not put at risk;
- attending any health and safety training as required by the school
- undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school to maintain adequate health and safety standards
- reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the Headteacher, or the Business Manager as appropriate

**e) Site Manager**

The Site Manager is responsible to the Headteacher for:

- ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Handbook for Schools and that records are kept;

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- working with the Business Manager to act as the school representative in any dealings with contractors who are to work at the school;
  - assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken;
  - ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Headteacher or Business Manager;
  - ensuring that statutory inspections of school's 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, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Handbook and that records are kept;
  - ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken and records kept;
  - arranging any necessary corrective action identified by health and safety inspections detailed above;
  - maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets;
  - ensuring that COSHH assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school and water systems;
  - ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
  - ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Headteacher;
  - ensuring that he/she only undertakes work which is within his/her training or competence and, in particular, that he/she does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is both trained and authorised to do so.

**f) Others**

**The Named First Aider will be responsible for:**

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- ensuring that a list of first aiders is maintained, together with the dates for refresher training;
  - arranging necessary refresher training for first aiders;
  - reporting to the Headteacher the need to train further first aiders in order to meet the minimum required for the school;
  - ensuring that notices displaying the name and location of first aiders are kept up to date;
  - maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with the procedure in the Health and Safety Handbook for Schools;

**The Business Manager is responsible for:**

- ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;
- ensuring that eye sight tests are offered to school staff who are regular users of display screen equipment, in accordance with the Council's Policy;
- 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;

**The Headteacher is responsible for:**

- ensuring that records are kept of children undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the children;
- 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;

**g) Other Staff**

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school 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.

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#### **h) Employees from Other Organisations Working within School**

When employees from other organisations are working within a 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 to the school's attention 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.

#### **i) Parents/carers, members of the public/ users**

All parents/carers/ members of the public/ users of the school are required to act in accordance with any school health and safety instructions, rules, and procedures and not to behave in a way that would put themselves or others at risk.

### **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.

#### **2. HEALTH AND SAFETY COMMITTEE**

The Health & Safety committee includes the School Business Manager(SBM), Site Manager (SM), and 3 First Aid trained members of staff from various areas of the school. Their duties are to meet once per term and highlight any Health & Safety issues and agree on any action required and report back to the Headteacher.

The SBM,SM,HT and H&S governor also meet termly to undertake a H&S walk around the school. A termly report is completed and shared with the Resources committee. The School Business Manager prepares an annual Health & Safety report to Governors to outline and summarise any issues across school.

#### **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.



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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 Site Manager.

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.

#### **4. ACCIDENTS AND FIRST AID**

The school has nominated first aiders. Any injuries to children 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 Google Accident log in the main office and in nursery. Minor accidents and injuries within the nursery are recorded and monitored by the first aid trained nursery staff. Minor accidents and injuries within YR are recorded by Reception staff. Minor accidents and injuries in the KS1 playground are monitored and dealt with by staff on duty at lunchtimes and playtimes. Where there are more serious accidents or head injuries, all children must be seen by a nominated first aider in the school office medical room. 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 LA procedures, to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) by the school office staff. Current arrangements have been amended as per the [COVID-19 risk assessment](#).

#### **6. CONTRACTORS**

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The school also has a standard set of rules for contractors which are notified to the contractor and form part of the contractual arrangements. These arrangements are documented in the Health and Safety Handbook for Schools and are operated by the Site Manager or another member of staff, who has been allocated to deputise for this role. Where staff or children become aware of dangers caused by contractors, these should be immediately reported to the Site Manager.

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

Minimum standards of health and safety training are specified in the Health and Safety Handbook for Schools and this training is provided for all relevant staff. Specialist training, for

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particular purposes not covered in the Health and Safety Handbook for Schools, will be specified by the Headteacher.

#### **8. SCHOOL TRIPS AND VISITS**

Off-site visits and trips will only be undertaken where a written plan and risk assessment for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Educational Visits Coordinator and Headteacher. All trips are currently suspended due to the COVID-19 pandemic.

#### **9. SCHOOL AND CHILD PUPIL SECURITY**

A risk assessment has been undertaken for the school to establish the necessary security measures required for child safety. Measures in relation to building fabric for which the LA is responsible are implemented on a progressive basis by the LA. All staff and children are required to assist in maintaining good standards of security on school premises.

#### **10. SITE SAFETY**

No smoking is allowed on school premises.

Pets are not allowed anywhere on the school site with the exception of assistance animals or by prior arrangement during Pets week.

#### **11. MEDICAL SUITABILITY FOR WORK AND MEDICAL ARRANGEMENTS**

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented.

#### **12. EVENING EVENTS AND USE OF SCHOOL PREMISES BY EXTERNAL BODIES**

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Headteacher and a 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

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address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

### **13. ELECTRICAL SAFETY**

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of children, parents, users 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 Site 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. This is carried out annually. Such equipment will be labelled with the date of inspection and a date of the next inspection due. The Site 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 Site Manager. Such work will only be undertaken when the relevant part of the installation has been isolated.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished. 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 Site Manager as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or

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splashing with water and is in any case protected by a 30mA RCD. Work on the school electrical installation by contractors will be undertaken in accordance with the schools standard rules for contractors.

#### **14. WORK AT HEIGHTS**

Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Site Manager.

#### **15. WORK ON MAINTENANCE OR IMPROVEMENT OF SCHOOL PREMISES OR FACILITIES BY VOLUNTEERS**

The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Headteacher to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

#### **16. HEALTH AND SAFETY INSPECTION, MONITORING AND AUDITING**

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is coordinated by the Headteacher and Business Manager/Bursar with support from the Site Manager and the Health and Safety committee.

Inspections will be undertaken once a term by the Health & Safety Committee and will cover each area of the school.

Inspection reports will be reviewed by the Resources committee and necessary actions followed up. The Resources committee will also receive from the SBM a health and safety report including details of at least the matters specified for such reports in the Health and Safety Handbook for Schools annually.

#### **17. COVID-19**

A separate Risk Assessment is in place during the pandemic. This is fully compliant with the most up to date government guidance to ensure the safety of all users of the school site.

This includes:

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- site safety for children, staff and parents at various times of the day
  - social distancing around the site, in classrooms and communal areas
  - enhanced cleaning
  - changes to the structure of the day e.g. drop off/collection. lunchtimes, curriculum timetables

See attached [Risk Assessment](#). This has been shared with all staff and governors, and a summary has been provided to all parents and is available on the school website..