



This policy was adopted formally by the Governors on: **March 2014**

The next review of this policy is due on: **July 2023**

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Lowther Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In **community schools**, statutory health and safety responsibilities fall on the LA (as the employer) and on the Headteacher and other school staff (as employees).

As the management body, **the Governing body** must ensure that school staff and premises comply with the LA's health and safety policies and practices (e.g. reporting accidents, first aid provision), and:

- Develop and regularly update a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, **so far as reasonably practicable**, the health, safety, and wellbeing of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage the risks, and instruct employees about the risks and the measures to control them;
- Ensure that staff are competent and trained in their responsibilities (including written records of training); and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school.



The Governing body and the Headteacher must comply with any direction given to them by the LA concerning health and safety of persons on the school's premises or taking part in any school activities elsewhere.

## **Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

## **Governors**

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. The governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and wellbeing issues.

The governors have appointed a Health and Safety Governor to receive information, monitor the implementation of policies, procedures and decisions and to feed back to the governing body on health, safety and wellbeing issues.

### **The governors of Lowther Primary School will**

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Endorse and support the safety policies of London Borough of Richmond, and to assist the Council to discharge those responsibilities, which it holds as an employer.
- Seek improvement to working conditions according to priorities within existing resources.
- Recognise their responsibilities when they make available premises or equipment for hire, and ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Ensure that risk assessments are carried out within the school using risk assessment forms.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure that staff can access training to ensure their competence for their task.
- Accept the duties they may hold as a client when they arrange for work through contractors or volunteers. Ensure that volunteers receive adequate instruction and supervision to work safely.
- Ensure all staff accidents, significant pupil accidents and third party accidents are logged and reported if necessary to LA.
- Consult with the school council as appropriate and inform pupils of their responsibility for health and safety.



## **Headteacher**

The Headteacher has responsibility for

- Day to day management of all health and safety matters in the school in accordance with the health and safety policy.
- Ensuring regular workplace inspections are carried out.
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on health and safety matters to the appropriate body.
- Carrying out accident investigations.
- Identifying and facilitating staff training needs.
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy.
- Providing necessary facilities for all employees to be consulted on health and safety matters.

The Headteacher is responsible for liaising with contractors undertaking major works and for ensuring that any risks incurred by having contractors on site are monitored and controlled.

The Deputy Headteacher may act with the authority of the Headteacher to request action from the contractor where conditions are considered to be unsafe.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks may be delegated to other members of staff (e.g. the school's business manager and/or the site manager).

## **Staff with special responsibility**

The following staff have special responsibility: the Site Manager, teaching staff and line managers

These job holders will be responsible for

- Local arrangements to ensure the effective control of risks within the specific areas under their control.
- Local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- Coordination of the school's health and safety policy in their own department or area of work, with direct responsibility to the Headteacher for application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery. Resolving health, safety and wellbeing problems referred to them by members of their



staff or referring to the Headteacher or line manager any problems they are unable to resolve within the resources available to them.

- Ensuring that risk assessments are carried out on the activities and equipment for which they are responsible when necessary, and reviewed on a regular basis within the overall programme for the school.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision are provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Obtaining relevant advice and guidance on health and safety matters.

## **Employees**

All employees are directly responsible for:

- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts or omissions.
- Co-operating fully with their manager or responsible person on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfering with or misusing any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to their manager or another responsible person, any accident, injury, significant near miss, incident of violence and aggression or case of work-related ill health.
- Reporting to the relevant manager, any defect, hazard, damage or unsafe practice or other matter that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use it.
- Wearing any protective clothing or equipment and using any safety devices provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquainting themselves with, and complying with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

## **Volunteers**

Volunteers have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately. Volunteers are also expected to act only under the supervision of a qualified member of staff.



## **Contractors**

All contractors under school control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.
- The Headteacher will be responsible for the co-ordination of the contractors' activities on site.
- The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher or by the contractor, in consultation with the Headteacher. All contractors must report to the responsible person named above before any work takes place, and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his employees' safety and that of others.

## **Visitors and other users of the premises**

Where the facilities are shared, it must be ensured that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policies and procedures with other occupiers, e.g. Children's Centre, catering and cleaning contractors and outside staff.

- All visitors to the school must comply with the school health and safety policy and procedures.
- Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (visitors' book) and the time they leave. This should include all visitors to the school including Governors, Contractors, and volunteers.
- Where applicable, visitors will be required to wear a visitors' identification badge which will be supplied by the school.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire/emergency occur or the fire alarm is activated whilst visitors are on the school's premises, the person accompanying the visitor will take him/her to the fire assembly point.
- Should an incident/accident occur involving a visitor, it must be reported and sent to LA Health and Safety Team. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature, or fatal, the Headteacher should contact LA immediately.
- Persons hosting visitors or arranging meetings must ensure:
  1. Visitors are alerted to the establishment fire procedures.
  2. Visitors adhere to the 'no smoking' policy.
  3. Visitors park their vehicles so that they do not obstruct fire



escape routes, roads, access or other vehicles.

4. Visitors record times of arrival and departure in the visitors' book.
5. Where applicable visitors are provide with and wear identification badges.
6. Visitors are accompanied or authorised to enter the premises.
7. Visitors do not take anything with them from the premises, or bring anything unless authorised onto the premises that may create a hazard or risk.
8. Visitors report all accidents, incidents and near misses to the school.

### **Lettings**

The Headteacher will ensure that any hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school health and safety policies where appropriate.

### **Pupils**

Pupils will be reminded that they are expected to:

- Be responsible for their own health and safety.
- Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

### **First aid**

An up to date list of all first aiders is displayed in the school office. First aid kits are located in each classroom and the school office, and portable kits are available for off-site trips and visits.

### **Accident recording**

The school will record all accidents in accordance with DCC Accident reporting policy and procedure.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed using the on line reporting system.



## **Administration of medicines**

The school follows DfE guidance on the dispensing of medicines within school. Parent/Carers must complete a form to request the school to administer medicine, which is available from the school office.

## **Off-site visits**

The school follows LA's School Journey & Visit

Guidance. Further information can be found within this policy.

## **Fire**

The school will ensure that a fire evacuation drill is completed at least once per term and will record the date in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan PEEP).

The Headteacher/governing body will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times. For further details please see the school's fire policy.

## **Electricity**

The school will undertake to have all portable appliances inspected and tested by a competent person at least every two years, with a written annual visual check in alternate years.

The competent person will produce an inventory of the test which will be kept in the school office PAT testing file.

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used, and will be labelled and reported as defective for replacement/repair.



Personal items of electrical equipment should not be brought into school for use by staff or pupils.

### **Work equipment**

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment, and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment requiring statutory inspection, testing and maintenance, (for example steam boilers, pressure cookers, lifting equipment, local exhaust ventilation) will be inspected by an approved contractor (if the school does not use an approved contractor, it must ensure a competent contractor is used).

Any personal protective equipment (PPE) required for the use of work equipment will be supplied free of charge by the school. All employees will be expected to wear the PPE when operating such equipment.

### **Access equipment (kick-stools, ladders, tower scaffolds, etc)**

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task, and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment, with a formal written 6-monthly check (tower scaffolds require specialist and more frequent checks).

### **Control of hazardous substances**





All substances which may be considered hazardous to health must have been assessed (except in Science – these are covered by CLEAPSS HazCards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location where the chemicals are used/stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

### **Asbestos**

The school must maintain an asbestos register (whether or not there is asbestos on site), which is located in the school office.

All contractors must be shown the register before work commences.

Any damaged or suspected damage to asbestos should be reported to the Headteacher who will contact the school's Property Surveyor immediately.

### **Legionella**

The school has a legionella survey which is located in the school office. The Headteacher is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed.

### **Manual Handling**

The school complies with the LA Manual Handling Policy and Procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training.

### **Risk assessments**

Risk assessments are completed for any significant risks in accordance with the LA Risk Assessment policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity/task /personnel. or following an accident.

### **Training and records**

The school will ensure that all staff have suitable and sufficient training to



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complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.