



**ST. DUNSTAN'S, CHEAM, C of E PRIMARY SCHOOL**

## **Policy Subject: HEALTH & SAFETY**

**Date: October 2024**

**Review Date: October 2025**

### **Vision Statement**

***'Guided by God to love, trust, hope, serve and inspire the best in everyone.'***

St Dunstan's, Cheam, C of E Primary School is a vibrant, inclusive and innovative learning community underpinned by our Christian values.

# INDEX

## 1.1 to 1.5 **General Policy Information**

## 2 **Organisational Structure**

- 2.1 Governing Body Responsibilities
- 2.2 Premises Committee Responsibilities
- 2.3 Headteacher's Responsibilities
- 2.4 Health & Safety Manager's Responsibilities
- 2.5 Site Supervisor's Responsibilities
- 2.6 Staff Responsibilities
- 2.7 Student's Responsibilities
- 2.8 Volunteer's Responsibilities

## 3. **Contractors and Subcontractors**

## 4 **Hirers**

## 5. **Implementation arrangements/procedures**

- 5.1 Accidents and First Aid
- 5.2 Bomb Threats
- 5.3 Chemicals and Hazardous Substances in School
- 5.4 Dangerous Occurrences
- 5.4 Disability Access
- 5.5 Educational Visits
- 5.6 Electrical Safety
- 5.7 Environment
- 5.8 Fire Precautions - Fire & Emergency Procedures
- 5.9 Hazards
- 5.10 Information and Training
- 5.11 New Staff
- 5.12 Security and Access
- 5.13 System Testing

Appendix A – List of Health & Safety Contacts

Appendix B – List of School Risk Assessments

Appendix C – List of other School Policies the relate to this Policy

## 1 General

- 1.1 The Governing Body is committed to take all steps that are reasonably practicable to ensure the health and safety of all its employees, pupils, visitors, contractors and subcontractors while they are on the premises or on school trips.
- 1.2 The arrangements outlined in this statement of policy and the various safety provisions made by this Governing Body cannot in themselves prevent accidents or ensure safe, healthy and secure working conditions, only good working practice will ensure safety. Every reasonable step will be taken to reduce hazards to a minimum. In order to be successful this statement of health & safety will need the full and active cooperation of all staff. All employees must appreciate that their own safety and that of other staff, pupils, contractors and visitors depends also on their individual conduct and vigilance.
- 1.3 In order to comply fully with our obligations under Health and Safety legislation we (the governors) will pay particular attention to :-
  - (a) compliance with statutory requirements for health and safety at work;
  - (b) the provision and maintenance of the school building to ensure that its condition is safe and free from risk to health;
  - (c) arrangements for ensuring safety and absence of risk to health in connection with handling, operation, storage, transport and use of articles, equipment, machines or substances;
  - (d) the provision of such information, instruction, training and supervision as is necessary to ensure a healthy and safe environment at our school.
- 1.4 The Governors and Headteacher remind staff of their duties under Section 7 of the Health and Safety at Work Act 1974 to take care for their own safety and that of other staff, pupils, visitors, contractors and sub-contractors and to co-operate with those responsible for health and safety within the school by:
  - (a) adhering to advice and instructions on health & safety matters and complying with the school's health & safety notices and codes of practice;
  - (b) conforming with all measures taken by the Governors to comply with statutory provisions and any other health and safety requirements imposed on the Governors;
  - (c) refraining from wilful misuse of, or interference with, anything provided in the interest of health, safety and welfare;
  - (d) reporting any unsafe practices, and refraining from any action that might endanger themselves or others.
- 1.5 This policy will be reviewed every year, amended as appropriate, and issued to all staff. This policy should be read in conjunction with the induction manual issued to new staff.

**Failure to comply with this statement of policy may render staff to action under the school's disciplinary procedures.**

## 2 Organisational Structure Responsibilities

## **2.1 The Governing Body's responsibilities:**

The Governing Body has delegated the responsibility for the day to day administration of this policy to the Headteacher, who will be supported by the Finance Officer who is the Health and Safety Manager. The Governing Body has delegated the responsibility for the development, review and monitoring of the health and safety policy to the Premises Committee. Both the Headteacher and the Premises Committee will report on health and safety matters to Full Governing Body meetings. The Chair of the Premises committee is the Health and Safety governor.

**See Appendix B**

## **2.2 The Premises Committee's responsibilities are to:**

- a) develop, review and monitor the implementation of the School's Health and Safety Policy; Emergency Plan and Security Policy
- b) ensure that safety audits, of all areas of the School and activities, are carried out once a year and that risk assessments are done for areas of concern;
- c) ensure that a safety audit is carried out on all modifications to the premises or any new buildings as soon as they are in sufficiently complete state to enable an audit to be made.
- d) ensure that health and safety targets are included in the School Development Plan.

## **2.3 The Headteacher's responsibilities are to ensure that:**

- (a) the School's health and safety policy is carried out by the school staff;
- (b) arrangements are in place to cover all health and safety legal requirements, and notify all staff of these requirements;
- (c) they are available to any staff member to discuss and attempt to resolve any health and safety problems;
- (d) they notify the governors/diocese/education department of instances where the head's executive authority does not allow reduction of a hazard to an acceptable level, but steps are being taken to temporarily avoid the immediate danger:
- (e) a system for reporting, recording, and investigating incidents and accidents to pupils and adults is established;
- (f) all serious accidents and incidents are reported on the appropriate form or noted in the accident book.
- (g) all visitors on site are informed of any hazards and give due consideration to the likelihood of maintenance and construction work affecting pupils and staff;
- (h) protective clothing and equipment is used where appropriate, and that it is properly maintained and renewed when required;
- (i) effective arrangements are in place with regard to evacuations in the event of a fire and that fire fighting equipment is available and maintained.

## **2.4 Responsibilities of the Health & Safety Manager**

The role of the Health & Safety Manager is delegated to the Finance Officer who is responsible to the headteacher for the management of health & safety within the school and will consult/inform the headteacher on health & safety issues. To this end they will in consultation with the headteacher be responsible for:-

- (a) liaising with Environmental Health Officers, the Education Department Health & Safety Officer, appointed school's Safety Representative -the Finance Officer and any other enforcing authorities as necessary on behalf of the

headteacher. The headteacher will be informed of any planned visits or inspections.

- (b) ensuring that the requirements of the School's policy are being met, and that the policy is reviewed, in consultation with the Premises Sub-Committee, and distributed to all staff.
- (c) providing immediate remedial action to ensure the maintenance of a safe and healthy environment;
- (d) ensuring that an up-to-date library of relevant health & safety information is maintained and readily available;
- (e) co-ordinating health & safety INSET/CPD and Induction programme (including First-aid training where appropriate);
- (f) implementing a system for recording/investigating accidents and incidents and making recommendations to the headteacher in order to prevent a recurrence;
- (g) dealing with reports of all hazards and potential hazards on site and taking steps to ensure that remedial works where practical are carried out within a reasonable period of time and a record is kept in the site supervisor's office.
- (h) ensure that all new staff (including temporary staff) are aware of the school's health & safety arrangements and have been provided with an up-to-date copy of the school's Health & Safety policy.
- (i) liaising with the Chair of the Premises Committee to arrange the date of the annual audit and agree the composition of the team.

## **2.5 Responsibilities of the Site Supervisor**

The role of the Site Supervisor is important for ensuring the building, plant and fabric is in good condition and safe for use. The duties of Site Supervisor are to:

- (a) liaise with the Finance Officer to ensure all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill-health;
- (b) ensure the school is kept clean and tidy to reduce the risk of slip and trip accidents;
- (c) maintain adequate records for works carried out by the Site Supervisor such as the inspection of play equipment and weekly fire alarm tests as per schedule;
- (d) attend all internal and external health and safety training as identified and agreed with the Headteacher, Deputy Headteacher or the Finance Officer including induction training;
- (e) set a personal example for colleagues and pupils.

## **2.6 Staff responsibilities are:**

- (a) to familiarise themselves with the Health & Safety policy, Emergency Plan and Security Policy assessment including any updates
- (b) to attend health and safety training as identified and agreed with their line manager (including Induction training)
- (b) to check that classrooms/work areas and corridors are safe;
- (c) to check equipment is safe before use;
- (d) to ensure safe procedures as identified in Risk Assessments are followed and appropriate safety advice is given to pupils prior to using equipment;
- (e) to ensure protective equipment is used;
- (f) to report any accidents, hazards, unsafe conditions, defects or anything that may compromise health and safety to their line manager.

## **2.7 Pupils' responsibilities**

The School provides an excellent learning environment. To help maintain this, pupils are actively encouraged to improve their hazard awareness and are supported by the school to learn key life skills on managing hazards to themselves. The duties of pupils are to:

- a) follow the guidance and procedures, such as fire evacuation procedures, explained to them by staff;
- b) raise any health and safety concerns with staff and to report all accidents.

## **2.8 Volunteers**

Volunteers are a valued and key part of the School. They will be given the same protection as staff identified in the risk assessment and school procedures. Their duties are to:

- a) follow the guidance and procedures, such as fire evacuation procedures, raise any health and safety concern with staff and to report all accidents.

## **2.9 Visitors**

The school welcomes visitors and they are provided with health and safety guidance when signing in at reception. Visitors will not be left unsupervised, especially when pupils are on site, without suitable safeguards in place.

## **3 Contractors and subcontractors**

**3.1** Contractors working on the premises are required to ensure safe and healthy working practices by their own employees and any subcontractors that they use and must pay due regard to the safety and health of all persons using these premises. For major works at the school, the school's surveyor will oversee the works and ensure compliance with the relevant standards.

In instances where the contractor or sub-contractor creates hazardous conditions and refuses to eliminate them the Headteacher must take such actions as are necessary to protect persons using the premises from risk of injury.

Should this situation occur, we would contact the Health and Safety Consultant at the Health and Safety Team for Kingston and Sutton and the contractor will be asked to vacate the premises.

## **4 Hirers**

**4.1** It will be a condition for all hirers that they will comply with all safety directives made by the Governors and will not, without the consent of the Governors, introduce equipment, alter fixed installations, alter or remove fire or safety notices or equipment or obstruct escape routes.

## **5 IMPLEMENTATION ARRANGEMENTS/PROCEDURES**

### **5.1 Accidents and First Aid**

In the event of a pupil or individual working at, or visiting, the school, becoming ill or suffering injury as a result of an accident, then the procedures set out in the First

Aid Policy should be followed. The first aiders are listed inside each classroom and outside the disabled toilet.

### **Notifiable Accidents/Diseases**

For employees The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require employers to report to the Health & Safety Executive (HSE) by phone (0845 3009 923), immediately, and in writing (using form F2508) within ten days, the following incidents below. Certain injuries require immediate notification.

### **For pupils or visitors Kingston and Sutton Health and Safety Team**

**Accident/Incident/Violence Investigation Report Form (HS5006)** the incidents below must be reported to the Corporate Safety Unit without delay and within 7 days.

- (a) Major injury or condition (see below) or death of an employee while at work, death of an employee within a year as a result of a work incident;
- (b) Major injury or condition or death of a visitor, pupil, etc while at a workplace or as a result of workplace activities;
- (c) An employee suffering one of the scheduled notifiable diseases (see below);
- (d) Injuries to an employee resulting in absence from work for three or more days after the day of the incident;
- (e) Certain dangerous occurrences (see below), whether or not injury is caused.

### **Major Injuries or Conditions** are defined as:-

- (i) Fracture of bone, including skull, spine and pelvis, but, excluding the hand and the foot;
- (ii) Amputation of any part of the body;
- (iii) Loss of sight, a penetrating injury to the eye, or a chemical or hot metal burn to the eye;
- (iv) Loss of consciousness for any reason;
- (v) Electric shock resulting in burns or loss of consciousness;
- (vi) Any injury which results in the person being admitted into hospital for more than 24 hours;
- (vii) Acute illness requiring medical treatment or loss of consciousness resulting from absorption of any substance by inhalation, ingestion or through the skin;
- (viii) Acute illness requiring medical treatment where there is reason to believe that it resulted from exposure to a pathogen or infected material.

### **Notifiable Diseases**

Very few of the reportable diseases listed in the regulations apply to conditions which might arise in schools. Those which might are:-

- (a) Occupational asthma arising from work with animals or insects, or with epoxy resin materials;
- (b) Leptospirosis arising from handling animals or work in areas infested by rats (eg ponds or waterways);
- (c) Hepatitis arising from work involving exposure to human blood products or body secretions and excretions
- (d) Covid-19 arising from contact with a person currently infected

## **5.2 Bomb Threats\_ -**

The procedures to be followed when a bomb threat is received in an educational establishment is detailed in the school's Emergency Plan.

### **5.3 Chemicals and Hazardous Substances in School**

Cleaning fluids are kept in the site supervisor/caretaker's/cleaners' cupboards which are locked when not in use. A **CAUTION** sign is displayed on the door detailing fluids kept and first aid procedures in the event of an accident. Wherever possible fluids remain in their original containers. If decanted for any reason then clear labels showing manufacture's warnings and information must be attached. For non hazardous domestic cleaning should be kept out of reach of pupils.

**David Charles**  
**Health and Safety Consultant**  
**Health and Safety Team for Kingston and Sutton**  
**3rd Floor, Civic Centre**  
**St Nicholas Way,**  
**Sutton**  
**SM1 1EA**

NB Control of Substances Hazardous to Health (COSHH) data information sheets are available where appropriate.

### **5.4 Dangerous Occurrences include:-**

- (i) The collapse or overturning of any scaffold;
- (ii) The Explosion, collapse or bursting of a vessel the contents of which are under pressure, which results in significant damage to equipment or which might have injured someone;
- (iii) An electrical short circuit or overload attended by fire or explosion which results in stoppage of the plant involved for more than 24 hours and which might have injured someone;
- (vi) A fire or explosion which results in the stoppage of the plant involved or normal work in the area for more than 24 hours if it was due to ignition of materials or their by-products used in a work process or finished product;
- (v) The unintended collapse of any wall or floor in a workplace, or the collapse of any part of a building under construction;
- (vi) Any incident where plant or equipment comes into contact with an uninsulated overhead electric line at over 200 volts, or causes an electrical flash by coming close to it;
- (vii) The collapse, overturning of or failure of a load-bearing part of a lifting device, such as a lift, hoist or crane;
- (viii) The accidental release or escape of any substance or pathogen in circumstances which might cause death, major injury or condition or other damage to the health of any person.

### **5.5 Educational Visits**

All educational visits carried out by the school are managed or assessed by the trained Educational Visit Coordinator. All trip risk assessments will be reviewed with reference to up to date Covid-19 guidance before taking place



The school has competent external advice through Mick Bradshaw, London Borough of Sutton, Outdoor Education Advisor and through Corporate Health & Safety, email [mbradshaw@suttonmail.org](mailto:mbradshaw@suttonmail.org). The school uses the online Evolve software system to record all visits, <http://www.suttonvisits.org.uk>.

Council guidance can be downloaded from the Evolve online visits recording system.

## **5.6 Electrical Safety**

Electrical safety in schools' is governed by the Electricity at Work Regulations 1989. It is the responsibility of the health & safety manager to ensure that the School complies with these regulations and that, if needed, they are available to staff. Regular testing of portable electrical equipment will be carried out by a competent person.

## **5.7 Environment**

Defects in heating, lighting or ventilation should in the first instance be reported to the Site Supervisor, the Finance Officer, the Health & Safety Manager and the Headteacher.

- (ii) Our School has a no smoking policy, therefore, smoking is prohibited within any part of the school building.
- (iii) All dogs, with the exception of guide dogs, are prohibited from the school site unless prior permission has been gained from the Health and Safety Manager or Headteacher.

## **5.8 Fire Precautions - Fire & Emergency Procedures**

An up to date fire risk assessment will be kept in the fire safety emergency grab bag. This fire risk assessment is reviewed annually. All alarm tests, maintenance and fire drills are carried out and recorded.

Fire Wardens are:

- The Deputy Head
- The Finance Officer
- The Site Supervisor

- (i) The following procedures are to be followed by any visitor, staff member or contractor who discovers a fire:-
  - (a) Sound the alarm;
  - (b) Teachers and midday supervisors first priority must be to ensure the safe evacuation of pupils; if possible take list of names out to muster point (teachers/register/emergency contact list)
  - (b) Our trained staff have not received training and so we would not advocate Fight the Fire.
  - (c) Meet at the Year 3 / Year 4 playground which is the specified assembly point.

- (ii) Upon hearing the fire alarm the building must be evacuated in accordance with the instructions specified in the fire notice, a copy of which is displayed in every room or according to the instructions given by staff present.
- (iii) All doors must be closed when leaving a room.
- (iv) Having evacuated the building all teachers (with their pupils), visitors and contractors must report to the assembly points specified in the fire notice. These are in the lower and upper school playground areas.
- (v) The register/roll call should be used to ascertain that **ALL** pupils have been evacuated from the building and staff should raise their arm to signal this information to the Headteacher. Pupils may be counted initially but **names must be called** as soon as the register has been received.
- (vi) It is the duty of all members of staff to familiarise themselves with the instructions set out in the fire notices and this document and take responsibility for visitors in the event of an evacuation.

## 5.9 Hazards

All staff are personally responsible (under S7 Health & Safety at Work Act 1974) for reporting all hazards and potential hazards. Hazards and potential hazards should be reported to the health & safety manager, who should take steps to ensure that remedial works are carried out.

## 5.10 Information and Training

- (i) Under section 2(2) of the Health & Safety at Work Act 1974 we are obliged to provide information to staff to enable them to carry out their work safely. In order to discharge this responsibility the health & safety manager will be responsible for maintaining an up-to-date library of relevant health & safety information which will be readily available to all staff.
- (ii) Staff will have access to relevant training as well as refresher training to help them ensure the health, safety and wellbeing of staff and pupils.
- (iii) Additional information relating to health & safety may be in found in the:-
  - (a) Induction Information for New and Existing Staff and
  - (b) the School's prospectus.

## 5.11 Inspections and Risk Assessment

- (i) Through safety inspections potential hazards and problems can be identified and dealt with in advance of an accident or incident occurring; for this reason it is important that such inspections are carried out once a year, by a member (or members) of the Premises Committee, using the prescribed forms.
- (ii) Following an inspection a **Risk Assessment** form is completed. This form is completed to include items considered a significant risk using the **Risk Rating Assessment Table** on the rear of the form. It should be signed by the person carrying out the inspection. Appendix B details the risk assessments completed by the school. These are located in the School Business Manager's office.

- (iii) The original inspection form should be presented to the Headteacher who must counter sign it.
- (iv) A copy of the Risk Assessment forms shall then be given to the Chair of the Premises Committee, the Health & Safety Manager and the Headteacher.
- (v) It is the responsibility of the Health and Safety Manager, when risks are identified, to take appropriate remedial action according to their level of priority.

### **5.12 Security and Access Control**

It is recognised that complete safety and security for staff, pupils and visitors to the school cannot be guaranteed. In its very nature the school encourages open access particularly to parents and involved professionals. However, a certain level of basic security is demanded and to that end the following provisions are operational.

**Please see Security Policy for further details**

### **5.14 System Testing Routines**

The school will maintain a system of routine testing and these test will include:-

- (a) Conducted by the school
  - fire alarms
  - evacuation procedures
  - site inspections
  - portable mains operated electrical equipment
- (b) Conducted by others (funded by the school)
  - firefighting equipment
  - sports equipment
  - technology equipment (CDT)
  - tank water
  - shower heads

### **5.15 Violence/Aggression Against Staff**

The school has a legal duty to protect their staff from violence and aggression as they have the right to have a safe workplace and be free from the aggression of others, so far as reasonably practicable. Violence (including verbal abuse) against staff will not be tolerated.

**See also separate Managing Abusive Parents/Carers or Visitors to the School Policy**

## **APPENDIX A**

### **Health & Safety Contacts**

Headteacher, Health & Safety Manager, Site Supervisor and Health & Safety Governor –  
all through school office 020 8642 5463

Health & Safety Advisor, David Charles, Health and Safety Team for Kingston and  
Sutton 020 8770 5023

**APPENDIX B****SCHOOL RISK ASSESSMENT DOCUMENTS**

<b>SUBJECT</b>	<b>DATED</b>	<b>DATE DUE FOR REVIEW</b>
<b>COVID-19</b>	<b>July 2020</b>	<b>No longer in operation</b>
<b>Asbestos</b>	<b>No asbestos reported on site</b>	
<b>Local Trips</b>	<b>January 2020</b>	<b>January 2025</b>
<b>London</b>	<b>January 2020</b>	<b>January 2025</b>
<b>School Fire Risk Assessment</b>	<b>January 2020</b>	<b>January 2025</b>
<b>Visitors</b>	<b>January 2020</b>	<b>January 2025</b>
<b>Food</b>	<b>January 2020</b>	<b>January 2025</b>
<b>Children and Staff</b>	<b>January 2020</b>	<b>January 2025</b>
<b>Radon/Legionella</b>	<b>January 2020</b>	<b>January 2025</b>
<b>Technology</b>	<b>January 2020</b>	<b>January 2025</b>
<b>Work Onsite</b>	<b>January 2020</b>	<b>January 2025</b>
<b>Stress</b>	<b>January 2020</b>	<b>January 2025</b>

## APPENDIX C

### SCHOOL POLICIES LINKING TO HEALTH & SAFETY

<b>POLICIES</b>	<b>Date</b>	<b>Review Date</b>
<b>Emergency Plan</b>	<b>January 2024</b>	<b>January 2025</b>
<b>Security Policy</b>	<b>October 2023</b>	<b>October 2026</b>
<b>First Aid Policy</b>	<b>May 2022</b>	<b>May 2025</b>
<b>Administering Medicines</b>	<b>January 2022</b>	<b>January 2025</b>
<b>Accessibility</b>	<b>April 2022</b>	<b>April 2025</b>
<b>Managing Abusive Parents/Carers or Visitors to School</b>	<b>November 2023</b>	<b>November 2026</b>