



Royal Borough Kingston working in Partnership with Bishop Perrin CE Primary School

Health and Safety Organisation and Arrangements Statement Policy Sept 2019

Our school is a Church of England School and works in partnership with our two local parish churches, St Augustine's and St Philip and St James'. We aim to reflect the values, traditions and beliefs of the Christian Faith and therefore our Spiritual Values underpin everything that we do.

Bishop Perrin CE Primary School works in partnership with the Health and Safety Unit at the Royal London Borough of Kingston upon Thames. The school buys into a Service Level Agreement from the Health and Safety Unit which provides advice, guidance and training for school staff and Governors. As such, this policy is written in conjunction with health and safety guidance from both the London Borough of Richmond and the Royal London Borough of Kingston upon Thames.

It is the policy of the London Borough of Richmond to ensure all schools maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. Bishop Perrin CE Primary School operates within the overall Health and Safety Policy of the London Borough of Richmond, 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 pupils and others (such as contractors and volunteers) who visit or work on the premises
- Sufficient health and safety information, instruction supervision and training is provided for staff, pupils, 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.

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 Governing Body will ensure that the roles and functions of staff in relation to Health and Safety and are clearly set out and written into individuals' job descriptions; that the Headteacher ensures that staff, pupils and visitors are made aware of their responsibilities and that staff are competent to carry out their duties 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 Borough;

- ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the RBK Health and Safety Policy, (located on the RBK extranet) 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 at least every term;
- ensuring that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises;
- ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk;
- ensuring that where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised, and the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.

b) Headteacher

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

- To ensure that the health and safety standards detailed in the [DfE Health and Safety Handbook for Schools](#) are implemented and maintained at the school.
 - To ensure that school staff receive adequate health and safety training appropriate for their responsibilities and, in particular, that minimum staff training, as specified in the Health and Safety Handbook for Schools, is implemented for relevant staff.
 - To ensure that staff are adequately consulted on health and safety matters and that staff who are 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 covering the minimum items specified in the DfE Health and Safety Handbook for Schools is presented to the Governors at least every term (see half-termly Headteacher Reports)
 - Attend any required health and safety training provided by the school or Local Authority.
 - To ensure that health and safety monitoring and inspection arrangements, meeting the minimum standards specified in the DfE Health and Safety Handbook for schools, are implemented.
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- 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 pupils involved and the safety of the staff and pupils, and that these arrangements at least meet any minimum standards specified by the LA.
- To ensure that, where required, school specific risk assessments are undertaken and recorded.
- To ensure that the health and safety requirements identified, either in the school specific risk assessments or in relevant LA or CLEAPPS 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 the LA guidelines.

c) Fire Safety Manager (The Headteacher)

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

- ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the DfE 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;
- ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;

d) Teaching Staff

Teachers within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- undertaking lessons and school activities in accordance with any national, Local Authority or school guidelines relevant to the health and safety of the staff and pupils;
- ensuring that they are familiar with the school fire procedure and their role in it;
- maintaining good standards of housekeeping and cleanliness in the activities under their control;
- ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;

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- ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;
 - ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
 - ensuring that any off-site outing or activity for which they are responsible, only takes place following 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 pupils or others are not put at risk. Outings involving overnight stays, hazardous activities or trips abroad are also subject to approval with details and risk assessments submitted to the Outdoor Education Adviser.
 - attending any required health and safety training provided by the school or the Local Authority;
 - undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
 - reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the headteacher, or the Premises Manager as appropriate

e) School Business Manager (SBM)

The SBM is responsible to the Headteacher for:

- ensuring that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that records are kept. Ensuring that where issues arise, the Headteacher is informed immediately.
- 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;
- acting as the school representative in any dealings with contractors who are to work at the school;
- ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Headteacher;
- ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with 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, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept;

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- arranging any necessary corrective action identified by health and safety inspections detailed above;
 - ensuring that regular 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;
 - arranging for statutory accident reports to be completed using the online facility in accordance with the procedure in the DfE Health and Safety Handbook for Schools;
 - 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;

f) Premises Manager

The Premises Manager is responsible for:

- carrying out set regular checks around the school as detailed in the Bishop Perrin Site Manager's Handbook. Any findings will be recorded and any concerns regarding the safety of equipment or the site will be reported to the SBM;
- ensuring that inspections of ladders and stepladders are undertaken in accordance with the standards in the Health and Safety Management and that records are kept;
- maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets;
- ensuring that COSHH assessments (stored in both the Medical Room and the Premises Manager's Cupboard) are available for materials used or generated in the maintenance and cleaning of the school and the control of legionella in the school water systems;
- ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;

g) Welfare Assistants

The Welfare Assistants are responsible for:

- ensuring that a list of first aiders is maintained, together with the dates for their respective refresher training;
- notifying the CPD Co-ordinator of the names of first aiders who require refresher training before expiry of their first aid certificate;
- ensuring that notices and timetables displaying the name and location of first aiders are kept up to date;

- maintaining the school Accident Book

g) **School Visits Co-ordinator**

The School Visits Co-ordinator is responsible for:

- ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

h) **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 Local Authority 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.

i) **School Pupils**

All pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

ARRANGEMENTS

1. STANDARDS AND GUIDANCE

Mandatory common standards and guidance are contained in the DfE Health and Safety Handbook for Schools, which gives information on a number of health and safety 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 Health and Safety Executive, or Department of Education publications, or relevant British or European Standards.

2. COMPETENT PROFESSIONAL HEALTH AND SAFETY SUPPORT AND ASSISTANCE

Competent advice on health and safety issues is available to the school through the Royal Borough of Kingston's Health, Safety and Wellbeing Unit of the Council.

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 senior member of staff who carries out their induction. 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 SBM.

A copy of the Fire Safety Risk Assessment for the school is held by the SBM. 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 8 first aiders, the names of whom must be displayed in the Medical Room. 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. Accidents, ill health conditions and dangerous occurrences which fall within statutory reporting requirements, will be reported, in accordance with Local Authority procedures, by the SBM. With regards the administration of medication, please see the Medical Needs, First Aid and Intimate Care Policy.

5. 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 SBM, 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 SBM, the Headteacher or another senior member of staff.

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

7. RISK ASSESSMENTS

The school will assess all risks to safety and health as required by the Management of Health and Safety at Work Regulations. Risk assessments carried out by staff are stored on the server and are updated annually unless changes occur before the said time and the assessment will be reviewed and amended.

The relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the School's Health and Safety Co-ordinator.

- Risk assessments will be carried out before every educational visit unless one is available. It will be reviewed to ensure nothing has changed since the last visit.
- All P.E. activities have been risk assessed including the use of the outdoor play equipment.

8. HOUSEKEEPING

The school has adopted policies and practices which lead to a safe working environment and good housekeeping is practiced at all times and sets a good example to the pupils.

- Staff should ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage then the SBM/Premises Manager should be contacted.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis by the Cleaning Staff.
- Hygiene standards are of the highest attainable by all staff serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the SBM.

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE would be provided to staff or pupils if necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear. A delegated member of staff will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. There will be suitable arrangements in place for the storage, cleaning and replacement of PPE. Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

10. 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. 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.

11. TRANSPORT

Teachers, parents and others who drive pupils in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to drive pupils in their cars. The Headteacher will request assurances as necessary. This will be encompassed in the risk assessment for trips where necessary.

- The driver is responsible for making sure that pupils have a seat belt and use it at all times and if necessary use booster pads. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. Vehicles without seat belts **will not be used**.
- Parental agreement will be sought (on the consent form for the visit/journey) for children to be carried in teachers or other parents' cars. Teachers and parents will not be allowed to be alone with a pupil. The party leader will arrange a central dropping point for all pupils rather than individual home drops.
- Parental agreement will be sought (on the consent form for the visit/journey) for children to travel with another parent, in their car, who may not have been CRB/DBS checked by the school.

12. SCHOOL AND PUPIL SECURITY

School Security

During the school day, the school site can only be accessed via the front entrance through the entry coded main door. Only school staff and governors are made aware of the entry code and other visitors are buzzed in by the office staff. Children are regularly reminded not to open the door to visitors. The door is fitted with a high level release button for exit.

All visitors to the school sign in and wear an identity badge and school staff will challenge unaccompanied visitors to check that they are in the building legitimately. All staff also sign in and out of the building.

At the start of the school day, the teacher on duty opens the playground/Outdoor Classroom gate for children to enter. This is locked when the bell rings at 8.40am. Children attending Breakfast Club enter through the middle gate which is secured at 8.30am. At the end of the school day the two playground gates are opened and parents and carers are able to access the playground to collect their children. These gates are locked at 3.30pm to enable clubs to start.

Staff are vigilant in ensuring that intruders would not be able to access the building at any time by ensuring that any gates and doors are kept secure or supervised. The Premises Manager is responsible for ensuring that the school site and building is secure at the end of each day.

The Premises Manager, cleaning staff, SBM, Headteacher and Deputy Head have keys to the building and a log is kept of any keys issued to contractors who may be working on site.

There is security lighting at the front of the school.

Home visits by staff are always made in pairs. Staff may be accompanied by another member of staff during meetings with parents where they feel that their safety may be at risk. Staff are vigilant during parent meetings to ensure each other's personal safety. **Please see the Lone Worker Policy (to be written)**

Playground and Site Safety

Children are always supervised by adults in the playground before school and at break/lunch times. Bicycles, scooters and balls are not permitted to be used in the playground or front forecourt at the start or end of the day. Animals are not to be brought onto the school premises unless it is for curriculum purposes.

The Premises Manager and other school staff regularly check the playground for hazards such as animal mess, glass and any other dangerous objects.

Children are given clear guidance (Appendix 1) on the safe use of the playground equipment and activities that are available to them at playtimes. The guidance has been drawn up in consultation with the School Council. Children who do not follow the guidance or carry out deliberate acts which lead to the injury of another child will face sanctions in line with the school's Behaviour Policy.

Start and End of the School Day

Parents of children in Years 1-6 say goodbye to their children at the front of the school at the start of the day so that only children and staff on duty are present in the main playground. This is to ensure the security of the school site and a smooth start to the school day. Parents of children in Reception will drop and collect their children from the gate the leads to the Outdoor Classroom.

Teachers only release children at the end of the day once they see that the parent is there to collect them. Parents can also nominate other adults who are permitted to collect their child e.g. child minder, grandparent etc. Parents are asked to inform the school in writing if someone other than those authorised is to collect their child on a particular day. Once children are dismissed at the end of the day, they are the responsibility of the parent/adult collecting them.

Only children in Years 5 and 6 are permitted to walk to and from school without an adult, however they are not permitted to bring/collect younger siblings. Parents provide written permission for children who are allowed to walk to and from school alone. The school office keeps a walk to school register so that we can check if children who walk to school alone arrive safely.

An annual Building Conditions Survey is undertaken every year for the school by the Diocesan appointed surveyors to establish the necessary security measures required for pupil safety. Measures in relation to building fabric for which the Diocese are responsible are implemented on a progressive basis by the Diocese. All staff and pupils are required to assist in maintaining good standards of security on school premises.

13. RESPONDING TO CALL OUTS

The following persons are the school's nominated representatives who will respond in the event of an out-of-hours call out (to be contacted in the order as follows): Adrian Corke (Headteacher), Denise Forster (SBM), Laurie Kennilson (Premises Manager) and Rachael Macklearn (Deputy Headteacher).

Call out arrangements

In the event of a call out, the following arrangements will be implemented in order to reduce the possibility of injury to staff and to ensure that if an incident occurs, support will be provided:

- On receiving a call to attend Bishop Perrin School, the key holder who has been called shall inform another person (a family member/close friend/colleague) that they are going there.
- On arriving at Bishop Perrin School, the key holder will telephone the family member/friend/colleague that they told (as in the bullet point above) that they have arrived. The key holder will also inform them about their next steps with regards to dealing with the call out (see below). The family member/friend will be asked to make a note of the time.
- The key holder will assess the risk to themselves with regards entering the site by looking for any sign of a break-in. If they have the slightest suspicion that there may be an intruder on site then **they will not enter.**
- If the decision is made not to enter the site, then the key holder will telephone the Police and inform them of the situation and request their presence in order to proceed.
- If the key holder assesses that it is safe to enter the site, then they will enter with caution and investigate the cause of the disturbance.
- After informing the family member/friend/colleague that they will be entering the site (as the risk is deemed low), the key holder will telephone them ten minutes later to inform them that they are safe and update them on the situation
- If the family member/friend/colleague has not received a telephone call from the key holder after 10 minutes, they will telephone the key holder themselves in order to try and make contact.
- If the family member/friend/colleague is unable to speak directly to the key holder after attempting to telephone them, then they will telephone the Police and inform them of the situation.

Following any event the risk assessment should be reviewed and further control measures implemented where appropriate.

14. DOGS AND SMOKING

Dogs are not allowed on the school premises unless they are assisting someone with a disability (hearing dogs for deaf people and guide dogs for the blind). Smoking is not allowed on school premises.

15. MEDICAL SUITABILITY FOR WORK AND MEDICAL ARRANGEMENTS

Pre-employment medical checks are 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 effect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented.

16. 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. A Use of Premises Form (Appendix 2) for the event will be completed and submitted by the hirer. The Use of Premises Form will 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 Use of Premises Plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

17. ELECTRICAL SAFETY

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils 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 SBM 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. The frequency of such inspections will be those specified in the DfE 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 SBM 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 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. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Where pupils are involved in arranging lighting or stage electrical equipment for school plays then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker.

Where portable mains electrical equipment is to be used outside the school buildings, this will need to be suitable for the intended use. Any electrical equipment used outside must be placed under-cover in case of rain and away from any splashing 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.

18. MANUAL HANDLING

The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual.

General manual handling guidance for all staff

To avoid manual handling injuries you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start
- Assess the load - if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable. See pictures of correct procedures in Appendix 3.

19. 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 when approved by the SBM. School pupils must not be permitted to undertake work at heights. Staff working at heights (less than 3m) must ensure the safety of themselves and must not be undertaken whilst children are present in the room.

20. WORK ON MAINTENANCE OR IMPROVEMENT OF SCHOOL PREMISES 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 Use of Premises Form will be developed in conjunction with the SBM and Headteacher, to ensure the work can be undertaken safely. The Use of Premises Form 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.

21. SCHOOL EMERGENCY ACTION PLAN (SEAP)

In the event of an emergency, the SEAP will be referred to. The SEAP is monitored by the Governors annually and updated in line with advice and guidance from the DfE, the Kingston Health and Safety Unit and other appropriate organisations. A paper copy of the SEAP is stored in the main school office and an electronic version is available on the server.

22. HEALTH AND SAFETY INSPECTION, MONITORING AND AUDITING

The Governors' appoint a Governor who is responsible for Health and Safety and who will monitor, review and develop standards relating to this. The Governor responsible for Health and Safety will meet regularly with the Headteacher to discuss any issues relating to Health and Safety. The Health and Safety Policy will be reviewed annually.

The Health and Safety Governor will also undertake a regular Health and Safety Walk around the school, completing a Health and Safety Review Checklist (Appendix 4). The school policy is reviewed regularly by the Headteacher and the Health and Safety Governor, including a review that adequate measures to ensure Health and Safety are put into place. Members of the School Council also undertake Health and Safety Walks, with their reports forwarded onto the Full Governing Body.

Health and Safety Inspections will be undertaken once a term and will cover each area of the school. The inspections will be undertaken by the Headteacher, SBM, the Premises Manager and where possible, the named Health and Safety Governor. Any necessary actions are followed up with the appropriate personnel. A summary of the results of inspection will be reported to the Governors via the Headteacher Report.

The Local Authority will undertake periodic Health and Safety Audits of the school. Reports on Local Authority Health and Safety Audits will be provided to the Governors for consideration and action.

Appendix 1

School Council Safe Use of Playground Equipment Guidance

General Rules

- All equipment is only designed for children who can reach it themselves-do not lift a child onto equipment (such as the Monkey Bars or Up and Over Bars) if they cannot reach it on their own.
- At least one hand should be on the equipment at all times. Hands are the last part of the body to leave the equipment.
- If it is icy, do not use any of the equipment if there are cones around the soft surface
- The Monkey Bars and Up and Over Bars are not to be used if they are wet.
- Do not carry objects while on the equipment.
- When you get off the equipment, make sure that there isn't anyone in the way. If you jump, always bend your knees slightly and land on two feet.
- Take turns and get in a line when more than one person wants to use the equipment.
- You are not allowed to hold a place in the line for someone else.
- Never run around or push and pull others while near the playground equipment.
- Do not go too close to the front or rear of moving equipment.
- Do not play underneath any of the equipment.
- Only go on the equipment when it is your class's turn to do so (always check the timetable)

Trim Trail

- Always travel in the correct direction, starting from the Rope Bridge.
- Do not push or pull other children on the wooden Foot Swings.
- Do not stand, sit or play on the floor near the wooden Foot Swings.
- You must be tall enough to reach the rope to be able to use the Rock 'n' Roller
- Do not sit on the Rock 'n' Roller if other children want to use it

Monkey Bars

- You need to make sure you meet the minimum height to be able to use the Monkey Bars. This means that you must be tall enough to be able to reach the Monkey Bars yourself so you can get onto the Bars and off the Bars on your own.
- Monkey bars are to be used for 'travelling'- never for gymnastic stunts. Therefore, only your hands should ever touch the monkey bars.
- The child before must be half way across before the next child may get on.
- All travel should be in the same direction.
- Never pull the legs of a child who is swinging on the Monkey Bars or attempt to pull them off.
- Do not walk, run or play underneath the monkey bars.

Up and Over Bars

- You need to make sure you meet the minimum height to be able to use each Up and Over Bar. This means that you must be tall enough to be able to reach the Up and Over Bar that you want to use. You must be able to get on and off an Up and Over Bar on your own.
- Grasp the bars with both hands. Your hands should always be in contact with the bars.
- Never stand on the bars or attempt to jump off.
- Make a line in front of the bars (not on the coloured soft surface) if you would like a turn.
- Let the next person have a turn when you have had 5 swings.
- Never walk, run or play on the coloured soft surface floor when there are children swinging on the bars.
- Full arm extension circle swings (360o) are not allowed.

Climbing Frame

- Never hang by the knees, stand on the top or jump from the Climbing Frame.
- You should have three body parts in contact with the climbing frame at all times (e.g. two legs and a hand) and not touch other children who are climbing.
- Do not play on the coloured soft surface underneath the dome.

Basketball

- Make sure that when you throw a basketball that you are in full control of where it is going.
- Do not throw a basketball over your head with your back to the basketball post.
- Basketballs are not to be thrown high into the air.
- Do not hit/bounce basketballs with your head.
- Do not bounce basketballs into the basketball net.
- When throwing the ball to another child, make sure that they are ready to receive it.
- Take fair turns with the basketballs so that everyone has a chance to play with them.
- Any disagreements should be dealt with by an adult
- The semi-circle area is marked out for playing basketball-keep out of it if you are not playing.

Appendix 2**REQUEST FOR USE OF SCHOOL PREMISES BY SCHOOL ASSOCIATION**

The person completing this form must be over 18 years of age and will be considered as the Hirer and responsible for ensuring compliance with the hiring terms and conditions.

Type of Event:

Number of people present:

Adults:

Children:

Named First Aider/s (for children's events):

How much will be charged for admission:

Will alcohol be served:

Will alcohol be sold:

Will a Temporary Event Notice (TEN) be required:

ROOMS REQUIRED:	DATE OF USE:	TIME REQUIRED: (From and To)	REASON FOR USE:
HALL			
CREATIVE ARTS ROOM			
OTHER			

HIRER'S TERMS AND CONDITIONS

- Hirers must take out adequate third party public liability insurance cover
- No charge is made for School Association events, however, the premises must be left in the condition in which they are found
- The Hirer will be responsible for any loss or damage to any property arising out of hiring the school premises
- The hiring of the premises should not interfere with the day to day running of the school
- The building must be secured properly after use, including setting the alarm
- Sufficient and competent supervision of the event must be in place, particularly in case of an emergency
- A specific Emergency Evacuation Plan must be displayed
- A named first-aider is required for children's events
- If a TEN is required the hirer is responsible for ensuring the conditions on that license are adhered to

Model Health and Safety Organisation and
Arrangements Statement for Schools

Health & Safety at Work Act 1974
Management of Health & Safety at
Work Regulations 1999

-
- Equipment bought onto the premises must be fit for use. Electrical items if used outside it must be under cover and away from any activities that might include water
 - This form must be returned to the School office at least 14 days before date of hire

Name: _____ Date: _____

Signature: _____

FOR OFFICIAL USE ONLY

Date Diarised: _____ Member of staff on site _____

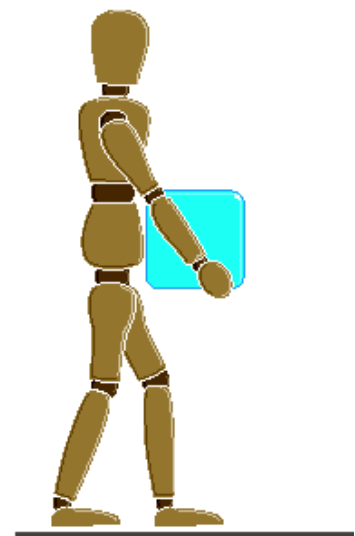
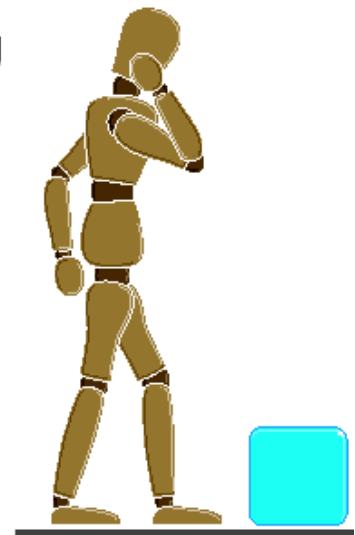
Signed: _____

Appendix 3

Good handling technique for lifting

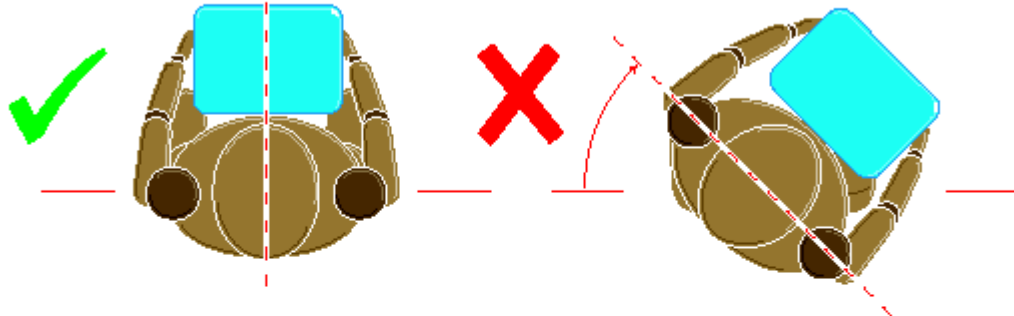
Here are some practical tips, suitable for use in training people in safe manual handling. In the following section a basic lifting operation is taken as an example.

- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.



- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

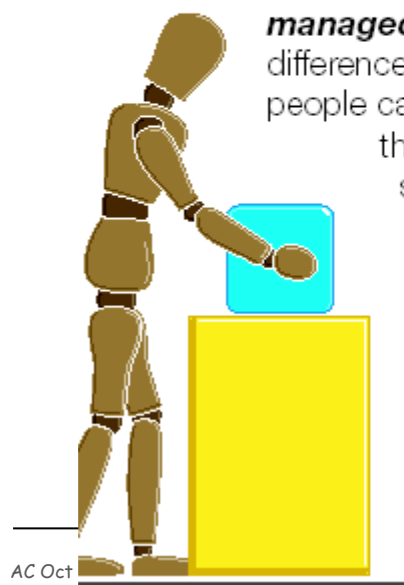
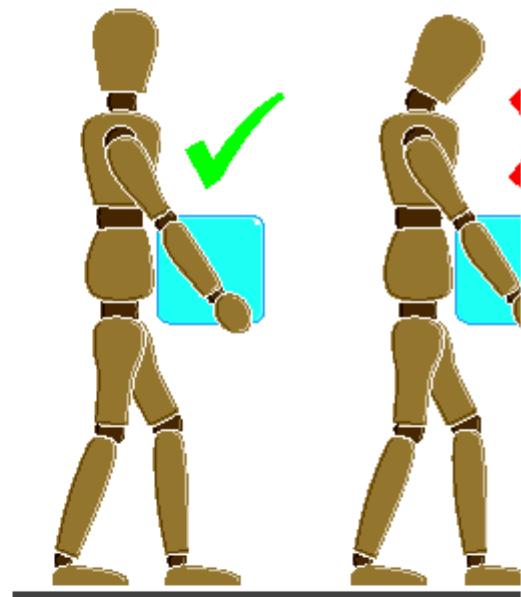


- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.

- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Appendix 4**Governors' Health and Safety Review - Checklist**

Date:	
Who is Undertaking the Walk Around?:	

Areas to Check	Comments
Areas where people walk are free from anything that could cause someone to trip or fall	
The working environment is clean and tidy.	
Are the fire exits clear?	
Windows and panes of glass do not pose a hazard.	
Translucent doors, gates and walls do not pose a hazard.	
Internal fire doors are not obstructed.	
The site is secure for all staff and service users and visitors.	

Anything Else You Noticed?
