



# Darell Primary & Nursery School Health and Safety Policy

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| Headteacher – Joe Porter     | Chair of Governors – Laura Morgan |

At Darell, our values drive everything that we do. As a school, we value:



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## **PART I - Statement of Intent and Context**

### **I.1 Statement of Intent**

Darell Primary and Nursery School is committed to the highest standards of health, safety and welfare for pupils, staff, contractors, visitors, and others:

- whilst working or learning on school premises;
- whilst working remotely if mandated to do so by the school;
- during associated lawful activities held on school premises; and
- during associated lawful activities arranged by the school.

In particular, it is the school's aim to provide, so far as is reasonably practicable:

- Facilities, equipment and systems of work that are safe and suitable;
- All information, instruction, training and supervision necessary to promote the health and safety of its staff, pupils and visitors;
- A safe place for teaching and learning involving minimal risks to health, which have a safe means of access and exit, and adequate welfare facilities and practices;
- A place of teaching and learning where all hazards have been risk assessed, with suitable controls and safe systems of work in place;
- Forums for active staff involvement in the continuous improvement of health and safety throughout the schools activities.

The school uses risk assessments to identify significant hazards and these risks will be adequately and proportionately controlled.

Cooperation on the part of all staff is vital to the successful implementation of this health and safety policy and all staff will be consulted with on health and safety matters.

The employer and the school will ensure that adequate resources are allocated for the management of health and safety.

Health and safety performance will be monitored by governors, and regular audits and inspections of the school will be carried out. This policy will be reviewed at least yearly and updated more frequently if required.

This policy is written in for the benefit of all members of the school community, to ensure the school's practices are clear to all and that each individual understands their own responsibilities in establishing and maintaining a healthy and safe school environment.

In particular, this document sets out the school's:

- Appointed H&S roles and responsibilities
- Arrangements to identify, manage and control H&S risks

### **I.2 Context**

This document sets out how Darell Primary and Nursery School is organised to ensure it with all relevant national and local Health and Safety (H&S) laws and

regulations, in particular the The Health and Safety at Work etc Act (1974)<sup>1</sup> and the Management of Health and Safety at Work Regulations (1999)<sup>2</sup>.

The school also aims to comply with all relevant policies, guidance documents and alerts issued by national and local regulatory bodies, such as the UK Health Security Agency<sup>3</sup>, the Health and Safety Executive (in particular as it relates to Education)<sup>4</sup>, the Department for Education<sup>5</sup> and the London Borough of Richmond upon Thames<sup>6</sup>.

In addition, the school buys in specialist support in the form of a Service Level Agreement (SLA), provided by the Health and Safety Unit of the Royal London Borough of Kingston-upon-Thames and which the school buys into as part of its framework contract with Action HR (Action HR H&S SLA).

The policy should be read in conjunction with other school policies<sup>7</sup> and documents that relate to H&S in the school, such as the school's:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Lettings Policy
- Related School H&S Policies, procedures and risk assessments (See Annex).

## **PART II - Roles and Responsibilities**

### **II.1 The Employer**

As specified in the Health and Safety at Work, etc. Act (1974), the overall responsibility for H&S lies with the employer. Darell Primary and Nursery School staff are employed by the London Borough of Richmond-upon-Thames (LBRuT). As the employer, LBRuT has a duty of care to protect the health, safety and welfare of its employees and to ensure that non-employees are not exposed to risks to their health and safety.

In particular, according to the Act, the employer will:

- Comply with the requirements of the Act.
- Ensure that there is an effective and enforceable H&S policy for the school.
- Review the effectiveness of the H&S policy and associated arrangements at least annually.
- Ensure that all significant H&S risks have been identified and suitable control measures put in place.
- Regularly review the effectiveness of these control measures.
- Ensure that adequate resources are assigned to managing health and safety including maintenance of the premises.
- Ensure that there is a suitable qualified and experienced source of competent health and safety advice.

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<sup>1</sup> <https://www.legislation.gov.uk/ukpga/1974/37/contents>

<sup>2</sup> <https://www.legislation.gov.uk/uksi/1999/3242/contents/made>

<sup>3</sup> <https://www.gov.uk/government/organisations/uk-health-security-agency>

<sup>4</sup> <https://www.hse.gov.uk/services/education/index.htm>

<sup>5</sup> <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<sup>6</sup> [https://www.richmond.gov.uk/services/children\\_and\\_family\\_care/schools\\_and\\_colleges](https://www.richmond.gov.uk/services/children_and_family_care/schools_and_colleges)

<sup>7</sup> <https://www.darell.richmond.sch.uk/page/?title=Policies&pid=169>

- Promote high standards of health and safety in the school.

The Local Authority (LA) is also directly responsible for the Health and Safety of all building and remediation works mandated directly by the LA that are to take place on the school site. The LA undertakes the required H&S due diligence and plans the oversight of these works, in particular where these happen at times when school staff are not contracted to be on site (e.g. school holidays).

Certain outdoor education activities, e.g. higher risk activities, residential trips and those abroad, require approval by London Borough of Richmond Children's Services.

## **II.2 Board of Governors**

The LA has delegated the responsibilities above to the Board of Governors (The Board) and expects the Board responsible for the school's compliance with health and safety law.

In particular, the Board has to:

- Ensure high standards of H&S are put in place and maintained
- Adopt a H&S Policy, and review it at least annually
- Ensure the school's budget foresees adequate resources for H&S
- Ensure the necessary risks have been identified and effective control measures have been put in place
- Regularly review the school's H&S performance standards
- Where H&S deficiencies are identified, ensure that corrective action is taken
- Where organisational changes are planned within the school, consider the health & safety implications and ensure they are managed effectively.

To help meet its H&S responsibilities, the Board has appointed a Link Governor for H&S.

## **II.3 Link Governor for H&S**

The link governor for H&S (H&S LG) takes the lead on the Full Governing Board's H&S responsibilities. The H&S LG is expected to:

- Monitor the implementation of this Policy on behalf of the Board.
- At least once a term, participate to H&S meetings in the school, including site walks with the Headteacher, School Business manager and/or Site Manager (and other members of staff if relevant).
- Report back to the Board every term. This report may take the form of a joint report with the Headteacher.

## **II.4 Headteacher**

The Headteacher has day-to-day responsibility for H&S in the school. The Headteacher will ensure that:

- A safe working environment is maintained
- All delegated H&S functions are carried out.

- Risk assessments are made, and recorded, for all the school's significant risks to the H&S of employees or other persons
- Staff and other relevant parties are consulted and communicated with on H&S arrangements.
- A suitable qualified and experienced source of competent H&S advice is bought in.
- Appropriate resources are allocated for the management of H&S.
- Staff members are nominated for specific H&S roles and that these responsibilities are written into their job description.
- Staff have the appropriate competency and training for their roles.
- Appropriate procedures for authorisation of educational visits are followed.
- Suitable emergency procedures are in place, which are tested regularly.
- A positive H&S culture in the school is promoted.

At Darell Primary and Nursery School, the Headteacher is also the Head and Safety Lead. In this role, the Headteacher will moreover:

- Be responsible for the day-to-day management of health and safety matters in the school, in accordance with this H&S policy and ensure that H&S arrangements are carried out.
- Ensure that annual H&S inspections are carried out and that remedial action is taken following H&S inspections.
- Provide H&S induction training for all staff.
- Identify staff H&S training needs and arrange for them to be provided.
- Ensure that the correct accident reporting procedures are followed and that accidents are investigated.
- Ensure the school maintains clear H&S records
- Ensure that information received on H&S matters is passed to the appropriate people.
- Prepare a termly H&S report for the Board of Governors for discussion at the Board of Governors meeting. This report may be a joint report with the H&S LG or be presented separately.

## **II.5 School Business Manager**

The school business manager will:

- Ensure the necessary contracts are in place for the services needed from specialist companies to comply with this policy
- Ensure a site maintenance policy is in place
- Ensure that a system of servicing, inspecting, maintaining, checking and compliance arrangements are in place in the school.
- Ensure that all tests, inspections and checks are done in a satisfactory and timely manner.
- Ensure all contractors are competent to carry out their work, properly vetted and risk assessed before initiating any work at the school and that the necessary controls are in place
- Contribute to ensuring the school keeps clear and accessible H&S records
- Ensure that they have appropriate training to carry out their role

## **II.6 Site Manager**

The site manager will:

- Oversee day-to-day H&S related to the premises, including statutory inspections and checks
- Manage external contractors on site and ensure contractors working in the school comply with school requirements, including checking of competency of contractors and any risk assessments or method statements prior to work starting.
- Ensure that contractors view and understand asbestos information prior to starting intrusive building works and that a record of this is kept.
- Ensure that control and risk mitigation measures foreseen by their risk assessment are in place for all premises tasks they carry out
- Ensure that they have appropriate training to carry out their role.
- Ensure that any equipment including personal protective equipment (PPE) is worn when relevant and properly maintained.
- Ensure that any materials or substances are stored, used, and disposed of appropriately.
- Maintain clear premises-related H&S records
- Resolve any defects or hazards that are brought to their notice or escalate, as necessary.

## **II.7 The Educational Visits Coordinator (EVC)**

The Educational Visits Coordinator will:

- Ensure that there is a robust procedure for the planning, assessment, and approval of all educational visits, including that risk assessments are made for all educational visits by the visit leader and approved at the appropriate level (EVC/headteacher/LA)
- Maintain their own knowledge and competency in relation to educational visits. In addition to having the required relevant experience, the EVC must participate to EVC training.
- Ensure that visit leaders are competent.
- Maintain clear visit-related H&S records
- Investigate all incidents on educational visits and ensure that any learning is captured and disseminated to relevant persons in the school.
- Ensure that, where adventure activity providers are involved, the visit leader has obtained proof that they are adequately licensed for the relevant activities.
- Ensure the risk assessments for all visits with overnight stays and high risk activities are signed by the Headteacher, and approved by LBRuT's Outdoor Education Adviser.

## **II.8 Welfare officer**

The welfare officer ensures practical implementation of the medical and first aid aspects of the school's H&S practices, amongst others:

- Manage the school's first aiders (number, training, visibility)
- Maintain accurate and effective accident and incident recording and reporting systems



- Manage pupil (and staff member) Individual Healthcare Plans (IHPs), related medication and emergency procedures.
- Ensure secure medication storage
- Together with the headteacher, develop and ensure compliance with a medicine administration policy.

## **II.9 Staff**

All staff employed at the school have responsibility for H&S towards themselves and others, in particular the pupils in their care. All staff will:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Have a good working knowledge of the school H&S procedures, in particular the school's emergency evacuation and first aid procedures, and their role in it; Participate to training when required.
- Co-operate with the employer, the headteacher and other staff members with designated H&S roles, on health and safety matters.
- Check classrooms, work areas and equipment are safe. Perform an annual H&S checklist of their classroom.
- Ensure that safe working procedures are followed and in accordance with any training they have received.
- Ensure pupils in their care are familiar with the school's fire evacuation procedures and their role in it.
- Be conscientious and alert when supervising pupils in their care, whether in a classroom setting, on the playground or off-site.
- Ensure they are aware of any special medical (personal healthcare plans) or H&S needs (e.g. personal emergency evacuation plans) of the pupils (and where relevant, adults) in their care.
- Ensure that equipment is only used (by staff and pupils) in the way it was designed to be used (e.g. do not stand on chairs and tables when working at height).
- Risk assess, as part of the lesson or activity planning, all activities that carry greater than usual H&S implications, ensure Headteacher approval obtained and risk mitigation measures adopted (e.g. trips and visits).
- Maintain all equipment, in particular that for which they have specific responsibility, safe and suitable for its purpose.
- Report immediately to the Headteacher any serious or immediate danger.
- Report to the Headteacher, School Business Manager or Site Manager (as appropriate) any shortcomings in the arrangements for H&S.

## **II.10 Pupils**

All pupils and visitors at the school are required to act in accordance with all school health and safety instructions, rules and procedures. They may not behave in a way which would put themselves or others in danger. In particular, pupils are not allowed to interfere with, or misuse, any safety or fire equipment. No equipment may be used without supervision and all H&S concerns should be reported to a member of staff.

## **II.11 Contractors**

Contractors are expected to:

- Ensure safe working practices are followed by themselves, their own employees and a safe environment is ensured for all those who may be affected by their work.
- Provide evidence of relevant competency in relation to the work they are carrying out.
- Provide DBS information if required
- Provide risk assessments and method statements proportionate to the work they are carrying out and ensure that their staff on site follow these procedures.
- Where carrying out intrusive building works must view and understand asbestos information supplied to them before starting work and comply with any instructions provided to them in relation to this.
- Comply with school rules and participate in any emergency drill

## **II.12 Hirers**

All hirers of school premises or facilities will comply with the school's lettings policy, and in particular:

- Sign the lettings agreement and comply with the requirements of the agreement.
- Provide proof of activity-related insurance and DBS information of anybody who will be interacting with children
- Provide risk assessments upon request.
- Not carry out any activities or bring any equipment into the school without obtaining the explicit permission of the school in advance.
- Not carry out any activities or practices which involve undue risk or could injure, or otherwise harm, damage or inconvenience, other school users or the school premises.
- Ensure any equipment or materials brought onto the school site are compliant with all relevant H&S requirements and maintained as such.
- Comply with school rules and participate in any emergency drill.

## **II.13 Visitors**

All visitors should comply with any H&S instructions given to them by school staff or their representatives. Visitors should report any H&S concerns to a member of school staff.

## **II.14 The Action HR H&S Advice Service**

The consultants of the Action HR H&S Advice Services will:

- Provide H&S advice and support to the school.
- Assist the school in managing H&S.
- Undertake reviews of H&S performance, where requested to do so, and provide feedback on school policies, risk assessments and procedures.

- Provide updates on changes in legislation or best practice to the school as needed.
- Be suitably qualified in H&S and experienced in education H&S.
- Maintain their own professional competency and knowledge.

## **PART III - Arrangements for Managing Health and Safety**

This section provides more information on how specific areas of H&S will be managed. It also contains a summary of how key H&S issues.

### **III.1 H&S Management Arrangements**

#### **III.1.1 Risk Assessment**

There is a separate risk assessment policy and procedure which provides more detail on the arrangements for undertaking risk assessments in the school. Key staff who are required to complete risk assessments will be identified and supported to complete risk assessments for their areas of responsibility.

A register of all school risk assessments will be maintained by the Health and Safety Lead. Monitoring of risk assessments will be carried out by the Health and Safety Lead, discussed in the regular leadership meetings and reported to Governors on a regular basis.

#### **III.1.2 Training**

H&S training needs for all job roles will be identified and documented in a training matrix. This matrix will be kept under regular review.

All staff will receive a general health and safety induction on starting at the school, delivered by the Health and Safety Lead. Where there is job specific induction training required, this will be the responsibility of the Line Manager or Headteacher to provide.

General refresher training will be provided annually to all staff at the start of the academic year. Regular role-specific refresher training will be provided in line with statutory requirements or best practice.

Training records will be maintained and kept under regular review to ensure all training is provided at appropriate frequencies. Effectiveness of training will be carried out via monitoring of practice, incident cause and interviews with staff.

#### **III.1.3 Consultation and Communication**

Health and safety information will be provided to staff in the staff handbook, via the school intranet / shared drive, and this policy. In addition, regular updates on H&S, including opportunities for staff to raise any H&S-related issues or concerns, will be provided at staff meetings, briefings, and emails as required.

At this time the school does not have a staff H&S Consultative Committee; however, should two or more union appointed health & safety representatives request, in writing, that one is set up, the Headteacher will ensure that this takes place within three months of the request.

### **III.1.4 Monitoring and Review**

At least once a term the Headteacher and the LG for H&S will hold a H&S meeting containing a site walk to inspect the H&S of the school. External audits of H&S will be arranged and carried out on a regular basis.

Regular progress monitoring and compliance with any actions identified by inspections and audits will be carried out by the Headteacher. Significant findings from inspections and audits will be reported to the H&S LG, who will monitor the close out of any actions. These findings and any progress towards remediation will be part of the annual H&S Report to the Full Governing Board.

Risk assessments and policies will be subject to regular review and monitoring.

### **III.1.5 Incident Reporting and Investigation**

All incidents involving pupils will be recorded. For minor incidents, the first aid logbook will be used and the incident will be recorded by the staff member providing the first aid. More serious incidents and aggressive behaviour will be recorded by the school's Welfare Officer using the formal online Accident Management System (AMS) of Action HR H&S SLA. Examples of more serious incidents include injuries requiring ambulance or hospital treatment, or where there has been a failure in equipment or school management.

All staff incidents will be recorded formally as an accident report.

All incidents will be proportionately investigated and findings documented. For minor incidents it may be the case that no further action is needed, e.g. for a curriculum sports injury. For more serious incidents a formal investigation will be carried out and documented. The Headteacher will ensure that appropriate investigations are carried out and that any findings are acted upon.

In addition to the school's own investigation, all reports submitted to the Action HR H&S SLA team will be investigated by this external service. If required, the service will report incidents that meet the requirements of the Reporting of Incidents, Diseases & Dangerous Occurrences Regulation 2013 (RIDDOR)<sup>8</sup> to the Health & Safety Executive.

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<sup>8</sup> In general, RIDDOR only applies to people at work. Pupils are not at work and so are regarded as members of the public for RIDDOR. However, injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are (only) reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

The Headteacher will, every term, present a summary of incident reports, incident trends and related remedial action to the LG for H&S, and annually as part of the H&S Report to the Full Governing Board.

### **III.1.6 Emergencies**

The school has fire emergency evacuation arrangements in place and procedures to deal with bomb threats and lockdown requirements. Fire evacuations are carried out on a termly basis, whereas bomb threat and lockdown procedures are tested as required and may be tested as a desk top exercise.

## **III.2 Specific Arrangements**

### **III.2.1 Fire Safety**

A fire risk assessment will be completed for all buildings by the external consultants of the school's Action HR H&S SLA and this will be reviewed annually to ensure that standards are maintained and any remedial actions have been addressed.

All fire protective and preventative devices e.g. fire alarms, extinguishers, emergency lighting etc will regularly checked by premises staff, and inspected and maintained by competent contractors.

Fire evacuation arrangements are in place, including for out of hours opening. Personal emergency evacuation plans (PEEPs) will be prepared for any person who requires assistance in the event of an evacuation. Generic PEEPs are in place for any visitors or other persons who may require support on a temporary basis. Fire evacuation drills will be carried out termly.

All staff will be provided with basic fire safety training and information on evacuation procedures as part of their induction. Refresher training will be provided annually to all staff. Staff with specific fire safety responsibilities e.g. fire wardens, evac chair operators or those identified to use fire extinguishers will receive additional training for their role.

### **III.2.2 Asbestos**

Darell Primary and Nursery School is housed in a beautiful original Edwardian school, which was significantly extended in 2015. An asbestos management survey is has been conducted for all buildings built before 2000. This management survey is subject to periodic re-inspection. An asbestos risk register comprising material and priority assessments will be held and reviewed annually. The risk register will form the basis of a site-specific asbestos management plan, which will be reviewed annually. The condition of known asbestos-containing materials be monitored through visual inspection at least annually or in frequencies guided by the asbestos risk register.

All staff will be informed at induction that the school contains asbestos. They will be advised of any precautions or restrictions to take and where to get further

information from. Staff who procure, manage, or carry out works in the school will be provided with asbestos awareness training.

Before any contractors start work in the school, they will be required to review relevant asbestos records and confirm their understanding of the school's asbestos management requirements. Where intrusive building works are planned then asbestos demolition or refurbishment surveys will be undertaken and appropriate remedial action taken before works start.

### **III.2.3 Legionella**

A Legionella risk assessment will be completed for all buildings and will be reviewed every 2 years or as guided by the school's Legionella consultants. A written scheme of control identifying key roles and responsibilities for Legionella will be held and reviewed every 2 years or when the risk assessment is reviewed.

A Legionella management system will be maintained comprising of a weekly flushing through of little used water outlets, monthly temperature testing of hot and cold-water systems, and quarterly descaling of shower heads and other risk areas. In addition, water hygiene contractors will carry out 6 monthly and annual tests and inspections on the water system. Sampling for Legionella bacteria will be carried out as advised by the school's Legionella consultants. A water hygiene logbook will be maintained for all checks, tests, and inspections.

### **III.2.4 Maintenance and Inspection**

The school has a Site Maintenance Plan which identifies all statutory and other maintenance and inspection that is required to keep the schools building and equipment in safe, full working order. This programme is monitored by the School Business Manager and Headteacher to ensure that all items are addressed within the appropriate timescales. This monitoring will also include carrying out all remedial works identified from maintenance and inspection reports within recommended timescales. The maintenance plan includes provision for statutory items such as pressure vessels, and lifts / lifting equipment.

Arrangements are in place to deal with snow & ice on external walkways and playgrounds. It is ensured there is a supply of grit/ salt at the site during the winter months.

Regular inspections are carried out of the school and grounds. These comprise of a system of daily, weekly, monthly, termly, and annual checks. These checks are documented and monitored to ensure any actions identified have been addressed. Minor defects and issues are reported to the Site Manager via email. The School Business Manager and Headteacher monitor the close out of these issues.

### **III.2.5 Contractors**

The school will ensure that any contractors working on behalf of the school are competent to carry out their work. A selection process will ensure that key items

are checked and verified prior to appointment. For larger projects, the school may appoint external advisors to assist with selecting and managing contractors. When on site, contractors will be provided with a site induction detailing school rules for working safely and provide information on any known hazards e.g. the presence of asbestos. For higher risk activities such as hot works a permit to work system will be used. A separate contractor's policy is available.

### **III.2.6 Security**

All staff and students have a responsibility for the safety and security of the site, premises, equipment, and persons. Visitors cannot access the school grounds and buildings unless they are buzzed in by reception. External lighting and secure fencing are installed on the school grounds. Currently the school does not have any CCTV. An intruder alarm is fitted in all school buildings, and there is a response protocol in place for any alarm activations. All security systems and equipment are maintained by competent contractors.

All staff are required to always wear ID badges. Where visitors or contractors have unaccompanied access to the school will require to provide a DBS check. All other visitors must be always accompanied by a member of school staff.

Security arrangements will be periodically reviewed.

### **III.2.7 Traffic and Transport**

Vehicle and pedestrian movements on site have been risk assessed. There are clearly marked pedestrian entrances and there is no vehicle access to the school, other than for very specific works, which would be carried out outside of school hours, or emergencies. Staff supervise key entrance and exit areas including at peak times and they are routinely supported by members of the leadership team.

### **III.2.8 Electrical**

All portable electrical appliances are subject to regular Portable Appliance Testing (PAT) in accordance with a fixed schedule. Lower risk items e.g. IT equipment will be tested less frequently than higher risk items e.g. kettles, corded power tools etc.

The use of extension leads and adapters will be reduced as much as possible. Where they must be used, they will not be overloaded or daisy chained.

Staff are discouraged from bringing in personal electrical into school. However, it is impractical to prevent the use of items such as mobile phone chargers. Items such as these that are brought into school must be in good condition and manufacturer original items. Personal electrical equipment with heating elements (e.g. kettles, toasters, and other cooking equipment) may not be brought into the school under any circumstances.

All electrical circuits will be inspected and tested every 5 years by competent contractors and all remedial actions will be taken within in recommended deadlines.

### **III.2.9 Gas**

All gas equipment will be subject to regular maintenance and inspection by competent and qualified persons e.g. Gas Safe registered. Equipment includes boilers / plant, kitchen appliances, science and food technology spaces, flues, and gas supply pipework and fixtures. There will be suitable ventilation in all rooms where gas appliances are installed. Where identified remedial repairs will be carried out promptly and by competent persons. Key staff will be briefed on emergency arrangements if there is a suspected or confirmed gas leak. Science and food technology labs will be fitted with isolating devices so that use is controlled by teachers and emergency shut off devices will be fitted.

### **III.2.10 Noise / Vibration**

Where a risk from excessive noise or vibration would be identified a risk assessment will be completed and control measures implemented. Whilst the site manager is potentially exposed to some noise and vibration, this exposure is not near the thresholds. However, personal protective equipment will be provided and any new equipment purchased will be reviewed for noise and vibration. Health surveillance will be made available where an individual or group of people are identified as at risk.

### **III.2.11 Work Equipment**

All work equipment will be selected so that it is suitable for the intended use. It will be safe for use and be maintained in a safe condition. All protective devices and controls will be checked regularly and prior to operation. Equipment will only be used only by people who have received adequate information, instruction, and training. Equipment will only be used in accordance with suppliers' specific requirements and only for its intended purpose. Defective equipment is to be reported and taken out of use until it can be repaired.

### **III.2.12 Personal Protective Equipment (PPE)**

Where identified by a risk assessment as an additional control measure, then specific PPE will be identified and provided for the individual(s) to use. PPE will be provided free of charge. All PPE to be used will be in line with relevant standards. Staff will be issued with PPE suitable for their individual use, and where possible a choice of suitable PPE will be offered. There will be processes in place for storing, cleaning and disposing of PPE, reporting defects, or obtaining replacements. Where PPE must be worn then appropriate signage will be used to identify these areas. Consideration will be given to ensuring that additional risks are not encountered when using PPE. Staff and others will be trained in the correct use of PPE. Use of PPE will be regularly monitored to ensure that it is worn correctly.



### **III.2.13 Wellbeing**

The school recognises the importance of promoting positive staff health and wellbeing. Staff have access to a confidential counselling service with no referral needed. In addition, there is external occupational health provision to provide professional advice on managing health in the workplace.

A school wide management of stress risk assessment has been completed in line with the HSE's six stress management standards. The stress management procedure provides a structured process to support staff and line managers in dealing with workplace stress with training and additional support available.

The occupational health service also helps staff returning to work from longer periods of absence and the school is committed to supporting this process.

### **III.2.14 Medical / First Aid**

A first aid needs assessment has been completed to identify how many trained first aiders the school needs. Welfare and other key staff who provide first aid on a regular basis have received relevant first aid at work training and other relevant training such as paediatric first aid, defibrillators, use of epi-pens etc has been provided. The numbers of first aiders are monitored to ensure there are enough for the size of the school. Other teaching and support staff will hold emergency first aid at work qualifications and unless approved by exception every school trip will have a first aid trained member of staff. Contact details for first aiders will be kept up to date.

The medical room is managed by the welfare officer and sufficient first aid supplies will be maintained as well as secure storage for medicines. The provision of medicines is covered within the administration of medicines policy, but, other than school emergency medication, only medicines with parental approval will be kept in school. Asthma, epilepsy and anaphylaxis management is covered within this policy.

### **III.2.15 Welfare Facilities**

All staff have access to suitable and sufficient welfare facilities including rest and changing. The staff room has facilities for drinking water, kettles, fridges, and microwaves. There are dedicated staff toilets available. Welfare facilities will be cleaned daily.

The school premises will be planned and maintained to provide appropriate levels of lighting, heating, and ventilation. Regular checks of premises will be carried out to ensure that premises and welfare facilities are maintained to a sufficient standard. Minor defects and issues can be reported to the site manager via email.

### **III.2.16 Violence against staff**

Darell Primary and Nursery school does not tolerate any violence towards its staff or property. "Violence" includes:

- Verbal abuse
- Threatening behaviour
- Anti-social behaviour
- Damage to property
- Physical violence
- Online or social media bullying

Where staff are involved in a violent incident this is recorded and reported to the school's HR SLA team via AMS. Further reporting to the appropriate authority is determined on a case-by-case basis.

### **III.2.17 Smoking and vaping**

The school and grounds are designated as smoke and vaping free. Any persons wishing to smoke or vape must do so off the school grounds away from the perimeter of the school and in their own time.

### **III.2.18 Display Screen Equipment (DSE)**

All staff who use DSE daily, for an hour or more at a time (e.g. school office staff), will be classed as a DSE user. Those with infrequent or short-term use of computers will not be classed as a DSE user. All DSE users will be required to complete a self-assessment for their workspace. If they have more than one workspace e.g. they also work from home, then a self-assessment will be completed for each workspace.

There will be a member of staff trained as a DSE assessor who will review each self-assessment and advise on any adjustments needed. The DSE assessor will undertake assessments for staff where further support is needed. Where there are complex or medical needs, competent advice will be sought on making reasonable adjustments.

Eye tests will be provided for all DSE users and glasses will be provided where prescribed solely for DSE use.

### **III.2.19 Hazardous substances**

Where hazardous substances are required, each use will be reviewed and consideration given to reducing use of hazardous substances e.g. by using a lower hazardous content alternative content.

For each hazardous substance used, the material safety data sheet from the supplier will be reviewed and a Control of Substances Hazardous to Health (COSHH) risk assessment covering the use of the substance will be completed. A register of all hazardous substances will be maintained and used for reviewing use and assessments.

All staff responsible for managing hazardous substances and completing COSHH risk assessments will be provided with training on their role. All staff using hazardous substances will be provided with information and relevant training on their correct use.

All hazardous substances will be stored securely and only accessible by authorised users.

### **III.2.20 Manual handling**

All staff will be instructed not to endeavour any manual handling of heavy, large or awkward-sized loads themselves, but to instead contact the site manager. The site manager will be provided with manual handling training. Refresher training will be provided every 3 years.

A manual handling risk assessment will be completed covering day-to-day tasks undertaken in school and a specific risk assessment will be completed for the site manager in light of these tasks. For higher risk tasks a specific manual handling risk assessment will be completed.

Trolleys and other aids are available to assist staff with manual handling. Where needed staff will be trained in their correct use.

Where staff are required to move other persons e.g. as part of a care or support plan, then specific person handling training will be provided. Risk assessments will be completed and appropriate equipment will be provided.

### **III.2.21 Working at heights**

All staff will be provided with general information on the risks from working at height and where to get assistance from as part of their induction.

The site manager, for whom working at height forms a significant part of their role, will be provided with working at height training. Refresher training will be provided every 3 years.

A general working at height risk assessment will be completed covering day-to-day tasks undertaken in school and a specific risk assessment will be made for the site manager in light of these tasks. For higher risk tasks a specific working at height risk assessment will be completed. All working activities will be reviewed so they are avoided wherever possible e.g. by working from ground level.

Any ladders used will be rated for professional use and subject to regular checks which will be documented. Any damaged ladders identified will be immediately put of use and disposed of unless they can be correctly repaired.

The site manager will not use mobile access towers or other working at height equipment. Specialist contractors, whose suitability and certification status for these tasks will be verified in advance, will be brought in to perform these tasks.

### **III.2.22 Lone working**

Lone working and personal safety risk assessments will be completed for the core activities within the school. There are procedures and measures in place to reduce the risks from lone working and personal safety.

The grounds and buildings have access control. There is no CCTV in operation however. Frontline staff at reception have a means of calling assistance in the event of incident and can retire to a secure space if they feel threatened. Home visits will always be carried out by two staff and a risk assessment completed prior to the visit.

The site team are not permitted to carry out any higher risk tasks when working on their own. For staff locking up they will confirm with a colleague that they have left the school safely with no issues. If no message is received, this will be escalated and investigated, to determine if action is needed.

Any key holders responding to an alarm activation are not to enter a building on their own. They will carry out an external check and if any signs of intruders or break in are observed they will remain at a safe distance and contact the police. No challenge will be given to any intruders and personal safety of any staff is the absolute priority. If after an external check has revealed no signs of intruders, staff can then decide to enter the building and investigate, but only with at least one other person.

### **III.2.23 New and expectant mothers**

The risk control measures in place within the school provide a safe place of work for all staff including new and expectant mothers. As a result, risk assessments are not required by default for new and expectant mothers. However, where requested by the individual, or where a specific concern has been identified a new and expectant mother risk assessment will be completed. This will be regularly reviewed throughout the pregnancy. Any adjustments to work areas, routines or roles will be made on a case-by-case basis. Appropriate facilities will be made available for pregnant and breastfeeding employees to rest.

### **III.2.24 Agency and temporary staff**

When agency or supply staff are employed the school ensures that it informs the agency of any special occupational qualifications required or training necessary from a health & safety perspective.

The Headteacher ensures arrangements are in place for agency and supply staff to receive first day basic health & safety instructions, including emergency evacuation arrangements and how to obtain first aid.

### **III.2.25 Young persons**

Where the school employs a person under the age of 18 a specific risk assessment will be completed to take account of the lack of experience a young member of staff will have. The job description will be reviewed to ensure no high-risk tasks or activities will be carried out by the young person unless under direct supervision.

Work placements for persons taking place in the school will be managed in the same way as for young employees. Where school students take part in work

placements then appropriate checks will be made on the respective host organisations and appropriate supervision arrangements will be put in place for the duration of the placement.

### **III.2.26 Lettings and Hires**

There is a dedicated letting and hires policy. Where school facilities are hired out, the H&S responsibilities of the hirer and the school will be made clear. The hirer will be provided with H&S information including what to do in the event of an emergency. Checks will be made on activities being carried out by the hirer with a focus on reducing any potential risk to school students and staff, or damage to school property. Whilst provider / event organiser risk assessments may be requested they will only be considered based on the impact to school facilities or other school users. Responsibility for the activities rests with the provider / event organiser.

### **III.2.27 Minibus**

The school does not currently have its own minibuses, but uses the services of Rakat Community Transport (Rakat CT)<sup>9</sup> and other private providers. These providers service their minibuses in line with manufacturer requirements and hold a valid MOT certificates where required. Their drivers are required to complete a driver's pre-use check before driving the minibus and the providers carry out regular minibus checks, which are documented. Their drivers have a valid driving licence authorising them to drive a minibus.

Should the need arise for a staff member to drive a minibus, a check will be made that they have a valid driving licence and they are legally allowed to drive a minibus. In addition, the school requires that all minibus drivers complete a Minibus Driver Awareness Scheme (MiDAS) assessment before they are authorised to drive a minibus.

### **III.2.28 Curriculum**

Science, Design and Technology, and PE have been identified as slightly higher risk curriculum areas. In a primary and nursery school these risks are not as great as in a secondary school, but nevertheless the relevant curriculum leaders are required to complete risk assessments to identify any activities for which enhanced H&S measures are needed. These will follow the relevant national body guidance e.g. CLEAPSS, DATA and AfPE. The headteacher will monitor H&S performance in these areas. All PE equipment is annually inspected by a specialist contractor.

All classroom teachers will be required to complete a H&S checklist for their classrooms on an annual basis. These will be reviewed and any remedial works identified will be actioned.

The school playground risk assessment takes play equipment into consideration and specifies the control measures in place to reduce the potential for

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<sup>9</sup> <https://rakat.org.uk/>

accidents. All equipment receives regular in house visual checks and an annual professional inspection by a specialist contractor.

### **III.2.29 Educational Visits**

There is an Educational Visits Policy, and this includes an approval process for every trip or visit. The Educational Visits Coordinator (EVC) is a member of the school leadership team and will approve all visits and trips. No trip or visit is permitted unless approved by the EVC. For higher risk visits (e.g. overnight stays or higher risk activities), Headteacher approval is required and the school's H&S advisers has to be contacted to review the trip and related risk assessment.

The EVC is experienced with educational visits and has received appropriate training for the role.

The EVC needs to ensure that visit leaders are suitable for leading trips through experience and competency. Arrange training and mentoring where required.

Staff are not generally permitted to lead adventurous activities unless they have the relevant qualification and can demonstrate their competency to do so.

### **III.2.30 Swimming**

The school has a separate risk assessment for its swimming activities, which covers the transport to and from the swimming venue, the supervision from the moment the pupils leave school until the moment they return, known dangers (e.g. slips and trips, seizures) and getting changed. On site the swimming is also governed by the venue's risk assessment, both regarding the safety of the swimming pool and the swimming instruction. Supervision is done exclusively by adults who are DBS checked and have had Safeguarding training.

## Annex I - Glossary of terms and acronyms

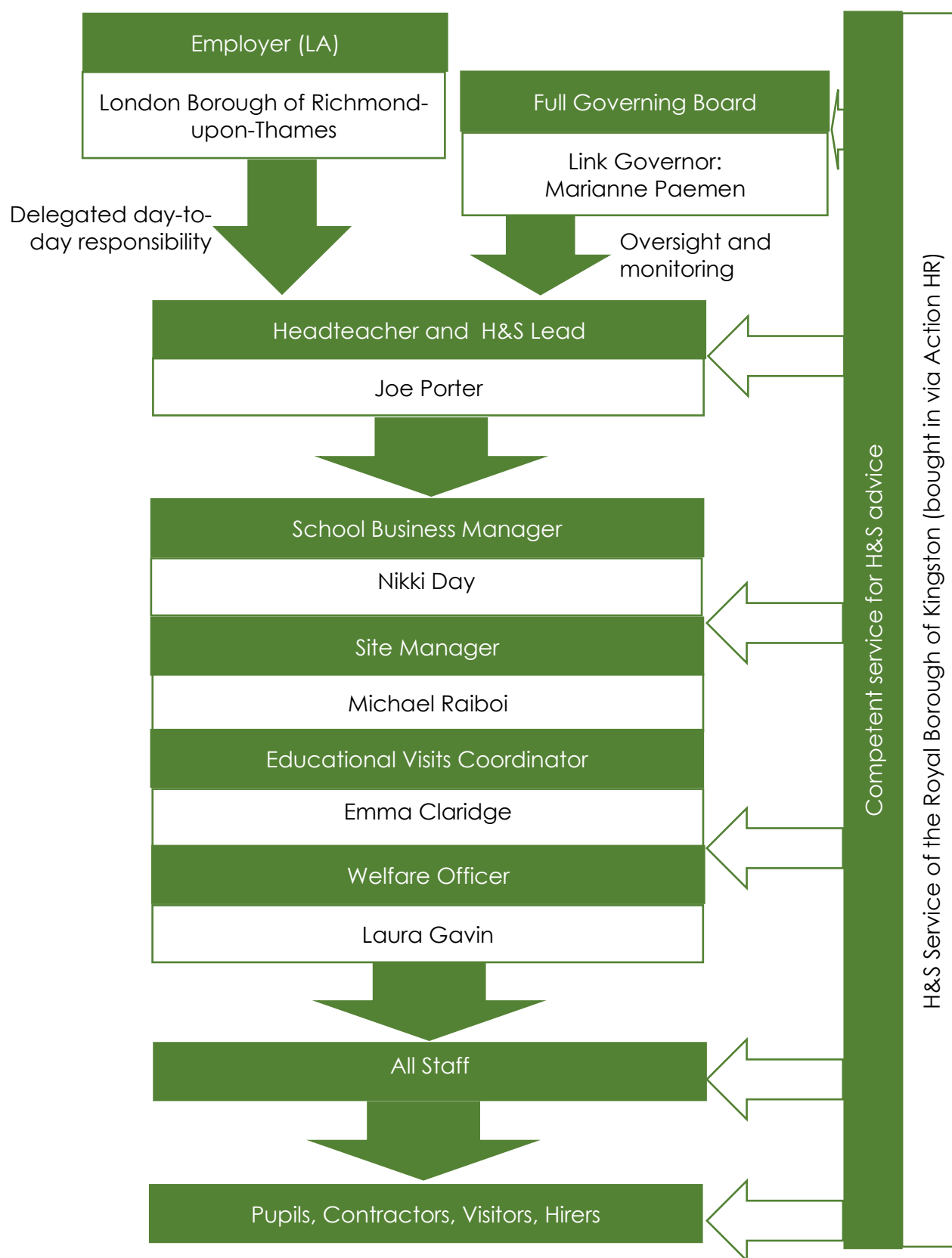
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|-------------------|--|
| Action HR H&S SLA | Service-Level Agreement bought in by Darell Primary and Nursery School via Action HR, provided by the Health and Safety Unit of the Royal Borough of Kingston-upon-Thames.         |
| AfC               | Achieving for Children - not-for-profit social enterprise created in 2014 by the Royal Borough of Kingston and the London Borough of Richmond to provide their children's services |
| AMS               | Accident Management System. System for reporting accidents and incidents used by the school's H&S provider (see above)   |
| Board             | Full Governing Board   |
| CLEAPPS           | Consortium of Local Education Authorities for the Provision of Science Services  |
| COSHH             | Control of Substances Hazardous to Health  |
| DfE               | Department for Education   |
| DSE               | Display Screen Equipment   |
| FGB               | Full Governing Board   |
| H&S               | Health and Safety  |
| H&S LG            | Link Governor for Health and Safety  |
| HSE               | Health and Safety Executive  |
| LA                | Local Authority, for Darell Primary and Nursery School this is the London Borough of Richmond-upon-Thames  |
| LBRuT             | London Borough of Richmond-upon-Thames   |
| LOLER             | Lifting Operations and Lifting Equipment Regulations 1998  |
| NICEIC            | National Inspection Council for Electrical Installation Contracting  |
| PHE               | Public Health England  |
| PEEP              | Personal Emergency Evacuation Plan   |
| PPE               | Personal Protective Equipment  |
| RIDDOR            | Reporting of Incidents, Diseases & Dangerous Occurrences Regulation 2013   |
| SBM               | School Business Manager  |

## Annex II - Key H&S Roles within the School

| <b>Role</b>                         | <b>Name</b>   |
|-------------------------------------|---|
| Employer                            | The London Borough of Richmond-upon-Thames (LBRuT)  |
| Link Governor for H&S               | Marianne Paemen   |
| Headteacher                         | Joe Porter  |
| H&S Lead                            | Joe Porter  |
| School Business Manager             | Nikki Day   |
| Premises Manager                    | Michael Riaboi  |
| Educational Visit Coordinator (EVC) | Emma Claridge   |
| Welfare Officer                     | Laura Gavin   |
| H&S Advisory Service                | H&S Service of the Royal Borough of Kingston-upon-Thames (via the Action HR Framework Contract) |
| Fire Safety Manager                 | Joe Porter  |
| Legionella Duty Holder              | Joe Porter  |
| Legionella competent person         | Michael Raiboi  |
| Asbestos competent person           | Michael Raiboi  |



### Annex III - Organigram of H&S Responsibilities



#### **Annex IV - Main H&S Related Policies and Procedures**

- Risk Assessment Policy
- H&S Training Policy
- Incident handling, reporting and evaluation procedure
- Fire Safety Policy
- Emergency Evacuation Procedure
- Lockdown Procedure
- Site Maintenance Plan
- School Asbestos Management Plan
- Contractor Management & Monitoring Policy
- Management of Stress Policy
- Administration of Medicines Policy
- Lettings Policy
- Educational Visits Policy
- COSHH Register