



**St Mary's Hampton**  
Church of England Primary School

## Health & Safety at Work

### Appendix to Health, Safety & Welfare Policy

Review Frequency: 2 yearly  
Next Review: January 2019  
Review Committee: Resources  
Agreed: 2<sup>nd</sup> February 2017

**Signed:**

**(Acting Headteacher)**

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## **This is the Health and Safety Statement of St Mary's Hampton C of E Primary School**

### **Our statement of intent is that the School will:**

- implement the requirements of the Royal Borough of Richmond upon Thames - Health and Safety Requirements;
- implement the requirements of Health, Safety & Welfare Policy;
- make adequate arrangements for the health, safety and welfare of staff and pupils, including all aspects of safeguarding;
- provide adequate control of health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- co-operate with the Local Authority (LBRuT) in matters related to health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction, and supervision for employees;
- ensure all employees are competent to do their tasks, and to give them adequate training;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions; and
- review and revise this policy as necessary at regular intervals.

## Health & Safety Policy

### Responsibilities

**Overall responsibility for health and safety within the school is that of:**

- Mr Matthew White – Headteacher with effect from 18 April 2017
- Rev Alan Jackson – co-Chair of Governors
- Ms Yvonne Lincoln – co-Chair of Governors with responsibility for health and safety

**Day to day responsibility for ensuring this policy is put into practice is delegated to:**

- Denise Parker - Office Manager

**To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:**

**Leadership Team:** to monitor and intervene where appropriate to ensure safe practice and safe working environments through their links with departments.

**Deputy & Lead Teachers and Office Manager**

- To establish safe practice and safe working environments for staff and students, and to intervene where appropriate.
- To put health and safety onto departmental agendas.

**All employees have to:**

- **co-operate with managers on health and safety matters;**
- **not interfere with anything provided to safeguard their health and safety;**
- **take reasonable care of their own health and safety;**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

## Health and Safety Risks Arising From Our Work Activities

### Risk assessments will be undertaken by:

Matthew White  
Lucia Freeman  
Denise Parker  
Nikki McLachlan  
Teachers  
All Staff

### The findings of the risk assessments will be reported to:

Denise Parker  
Resources Committee

### Action required to remove/control risks will be approved by:

Denise Parker  
Lucia Freeman – Deputy Headteacher responsible for site visits and activities.

### The persons responsible for ensuring the action required is implemented is

Denise Parker  
Departmental managers/Phase Leaders  
Deputy Headteacher responsible for off-site visits

### Checks that the implemented actions have removed/reduced the risks will be carried out by:

Denise Parker  
Departmental managers/Phase Leaders  
Deputy Headteacher responsible for off-site visits

**Assessments will be reviewed every:**

Year

**or when the work activity changes, whichever is soonest.**

## Consultation with Employees

*Employee Representative(s) are:*

**Amy Mitchell – Staff Governor**

**Consultation with employees is provided by:**

The Resources Committee  
Lucia Freeman - Deputy Head  
Denise Parker – Office Manager  
EYFS phase leader  
John Peti – Premises Officer

**The Committee will:**

- meet at least termly.
- Develop and implement measures to ensure the health and safety of all employees, students and others who may be affected by the school's activities.
- receive any accident reports received since the last meeting.
- consider ill health statistics.

## Safe Plant and Equipment

**Identifying equipment/plant, which will need maintenance is the responsibility of:**

Office Manager  
Premises Officer  
Governor with responsibility for H & S

**Ensuring effective maintenance procedures are drawn up is the responsibility of:**

Governors  
Office Manager  
Premises Officer/YMCA

**The persons responsible for ensuring that all identified maintenance is implemented is:**

Office Manager  
Premises Officer

**Problems with plant/equipment should be reported to:**

Premises Officer  
The Office Manager

**Checking plant and equipment health and safety standards before purchase is the responsibility of:**

The Office Manager  
Premises Officer

## Safe Handling and Use of Substances

Identifying substances which need a COSHH assessment is the responsibility of:

Lead Teachers  
Office Manager  
Premises Officer

Commented [u1]: Add Premises Officer

The person(s) responsible for undertaking COSHH assessments is/are:

Premises Officer – John Peti  
Cleaning – Contracted provider  
Catering – YMCA  
PE & Sport – Holly Thompson  
Science – TBC

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

Premises Officer – John Peti  
Cleaning – Contracted provider  
Catering – YMCA  
PE & Sport – HollyThompson  
Science – TBC

**The person responsible for ensuring that relevant employees are informed about COSHH assessments is:**

Lead Teachers  
Office Manager

**Commented [u2]:** Yes  
to both

**Checking that substances can be used safely before they are purchased is the responsibility of:**

Administration – Nikki McLachlan  
Cleaning – Contracted provider  
Catering – YMCA  
Premises Officer – John Peti  
Office Manager – Denise Parker  
PE & Sport – Holly Thompson  
Science – TBC  
Office Manager – Denise Parker

**Assessments will be reviewed every Year  
or when the work activity changes, whichever is soonest.**

## Information, Instructions and Supervision

The Health and Safety Law poster is displayed at:

Staff Room & School Reception

Health and safety advice is available from Carstens & Robinson:

Email: jon@carstensandrobinson.co.uk

Phone: 07769 882 900

Supervision of young classroom based workers and trainees will be arranged/  
undertaken/monitored by:

Commented [u3]: Add

The Deputy Headteacher

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

The Office Manager

## Competency for Tasks and Training

### Induction training will be provided for all employees by:

Office Manager  
Administration assistant  
Other external providers

### Job specific training will be provided by:

The relevant department leader

### Specific jobs requiring special training are:

#### Maintenance/All Staff

- manual handling
- working safely at heights
- lone working
- fire awareness

#### Art

COSHH (any staff using hazardous substances)

#### Cleaners

- Chemicals
- Clay dust
- COSHH

#### PE

- Specialist equipment – wall bars
- High risk activities

#### VDU Operators – office staff

- Working safely at VDU's

#### Fire Wardens

- First Aid

### Training records are kept by:

Office Manager  
Admin Assistant

**Training will be identified, arranged and monitored by:**

Office Manager

Administrative Assistant

Deputy Headteacher

## Accidents, Incidents, First Aid and Work-Related Ill Health

### Health surveillance is required for employees doing the following jobs:

Health surveillance will be undertaken where there is a known or foreseeable risk for example kitchen staff often suffer from occupational dermatitis.

### Health surveillance will be arranged by:

The Headteacher and Office Manager will liaise with Jon Robinson of C & R where employees return to work and adjustments are needed.

### Headteacher & Deputy Headteacher will monitor health progress and report to the Leadership Team.

Commented [u4]: Head teacher and DH?

### Health surveillance records will be kept by:

The Office Manager  
The Admin Assistant

### The first aid box(es) are kept at:

Main Medical Room  
EYFS office  
Hall  
Kitchen

### The appointed person(s)/first aider(s) is/are:

Lucia Freeman – Paediatric First Aid  
Lucy Hargreaves – Paediatric First Aid  
Milli Evanson - Paediatric First Aid  
Kirsi Korpela – Paediatric First Aid  
Holly Thompson – Paediatric First Aid  
Nikki McLachlan – Paediatric First Aid  
Denise Parker – First Aid at Work

**All accidents are to be recorded in the accident book. The book is kept:**

In the Medical room cupboard

**The person responsible for reporting accidents, diseases and dangerous occurrences to the Local Authority - LBRuT is:**

The Office Manager

## Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

### Actively:

- Establish a programme of documented termly inspections, looking at school plans and rotating inspections.
- Carry out regular inspections of the site, in conjunction with the employee representatives – C & R/YMCA/Governors responsible for H & S
- Undertake 'spot' inspections, particularly in high risk areas.
- Raise the profile of health and safety through briefing documents and training of staff.
- Require staff to sign key documents saying that they have read and understood them.

**Commented [u5]:** YMCA, LBRUT and Govs with responsibility for H/S

### Reactively:

- Investigate accidents and 'near miss' incidents quickly and thoroughly.
- Respond to any action requirements in a timely manner

Headteacher

Deputy Headteacher

Office Manager

Members of the Resources Committee

**Commented [u6]:** Yes

**The person responsible for investigating accidents is:**

Deputy Headteacher & Office Manager

**The person responsible for investigating work-related causes of sickness absences is:**

Headteacher

Deputy Headteacher

Office Manager

**The person responsible for acting on investigation findings to prevent a recurrence is:**

Headteacher

## **Asbestos Risk Management**

**The Responsible Officer for asbestos management is:**

**Health & Safety Governor  
Office Manager**

**The Asbestos Risk Management file is kept :**

**On the shelf of the repro area within the H & S file**

**Site plans showing previous location of asbestos containing materials (ACM's) are kept:**

**On the shelf of the repro area within the H & S file**

**\*All asbestos has been removed from buildings and certificates held on file (on the shelf of the repro area within the H & S file**

**Asbestos risk assessments were undertaken & materials removed by:**

**Rhodar - Progress Rd, Leigh on Sea SS9 5RP (Contractors appointed by Emerson Willis)**

**Records of the above inspections will be kept in:**

**On the shelf of the repro area within the H & S file**

## Legionellosis Minimisation

The Responsible Officers for legionellosis management is:

Office Manager

Premises Officer (who reports to Office Manager & Governor responsible for H & S)

Testing & logging is the responsibility of:

The Premises Officer

**Commented [u7]:** Change to legionellosis

**Commented [u8]:** Remove

**Commented [u9]:** Remove  
Add Premises Officer who reports to Office Manager and H/S gobs

## Working at Heights

All work at height in the school must be authorised by:

The Office Manager

Risk assessments for working at height are to be completed by:

The Premises Officer

Any person who will be working at heights, including contractors.

The Office Manager

Equipment used for work at height is to be checked by and records kept in:

The Premises Officers office

Commented [u10]: + roof ?

Training records for persons carrying out work at height are kept:

With May Harris & the Office Manager

## **Educational Visits**

**Off-site educational visits must be authorised by:**

**Matthew White - Headteacher**

**The Educational Visits Co-ordinator is:**

**Lucia Freeman – Deputy Headteacher**

**Risk assessments for off-site visits are to be completed by:**

**Staff leading the various activities**

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**The Guidelines for Educational off-site Visits for Schools are outlined within:**

**The Health & Safety on Educational visits Policy**

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**Details of off-site activities are to be logged in:**

**The 'Risk Assessment: Curriculum activities trips' folder (stored on the shelf in the repro area)**

## Emergency Procedures – Fire and Evacuation

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

The Office Manager  
The Premises Officer

Commented [u11]: Add Premises Officer

Escape routes are checked by/every:

The Premises Officer      Daily  
+ all staff are to report &/or clear violations

Fire extinguishers are maintained and checked termly by:

Premises Officer – Daily  
WFP - Annually

Commented [u12]: Add Premises Officer - termly

Commented [u13]: Delete

Alarms are tested by/every:

Premises Officer      Weekly (logged in alarm check file – on site)  
Contractor check      Annually

Commented [u14]: Yes YMCA should do this and it should be recorded – on EMAPP

Emergency evacuation will be tested every:

Half Termly - planned & unplanned

Commented [u15]: Half termly

**The Security Co-ordinators are:**

**The Deputy Headteacher & The Office Manager**

**Associated Policies & Procedures**

- Child Protection
- Health, Safety & Welfare Policy
- Healthy Schools
- Safeguarding
- Off-Site Visits and Communications
- E-safety and Use of Photographic and Video Images
- First Aid
- Business Continuity Plan
- Zero Tolerance behaviour policy

### SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Construction work
- Contractors on site
- Display Screen Equipment (VDUs)
- Educational visits
- Electricity
- Excavations
- Falling objects/collapsing
- Fire and Explosion
- Legionella
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health
- High & low temperatures
- Transport
- Vehicles on site
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Work at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list.