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Person responsible: Headteacher and SBM

Sheen Mount Primary School
HEALTH AND SAFETY POLICY

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1 STATEMENT OF INTENT AND POLICY

This Policy is a statement of the principles and strategies adopted by Sheen Mount Primary School to ensure the effective management of Health and Safety. The document cites the legal context and underlying sources of guidance; lists other related Sheen Mount documents; and describes key roles and responsibilities assigned to deliver the Policy objectives. A separate document, entitled Health and Safety Procedures, provides details of the systems and processes currently operating in the school in order to maintain a safe environment and deliver activities safely. The latter is a working document managed by the school leadership that implements this Policy and provides instruction on good practice for the school community. It also highlights individual and collective responsibility for personal safety as well as that of others.

The Sheen Mount Health & Safety Policy is reviewed by the Governing Body. It is published on the school website and will next be reviewed in autumn 2027.

2 PRINCIPLES

The health, safety and welfare of pupils, staff, contractors, parents and visitors are of paramount importance to the school. Therefore, the school endeavours not only to meet statutory requirements, but to actively promote good understanding and broad adoption of best practice that will achieve high standards of health and safety.

This Policy follows the guidance provided by the Department for Education and recognises that, whilst risk can never be eliminated entirely, children should be able to experience and learn from a wide range of activities. Our leading principle, therefore, is not to stop pupils engaging in activities, but for the school to consider every practicable measure to reduce risk to acceptable levels.

The creation of a safe and healthy environment requires sound management, vigilant supervision and the cooperation of all staff, pupils and visitors to the site. The school encourages everyone to take prompt action in reporting Health and Safety matters to the School Office and share any concerns or observations with the Senior Leadership Team (SLT). Staff participation is particularly vital in this area.

3 STATUTORY FRAMEWORK, KEY STATUTORY AND NON-STATUTORY GUIDANCE

For all its activities, the school operates within the regulatory and guidance framework governed by:

- The Health and Safety at Work Act of 1974[1]
- Management of Health and Safety at work Regulations of 1999[2]
- Instructions, guidance and advice issued by the DfE[3] and

[1] http://www.legislation.gov.uk/ukpga/1974/37/contents
[2] http://www.legislation.gov.uk/uksi/1999/3242/pdfs/uksi_19993242_en.pdf
[3] https://www.gov.uk/government/publications/health-and-safety-advice-for-schools

- Guidance provided by the Health and Safety Executive (HSE)[4]

4 Related Sheen Mount Documents

The Health and Safety Policy and the Procedures document are closely related to a number of other Sheen Mount documents, such as:

- Safeguarding and Child Protection Policy
- Fire Safety Policy
- Fire Emergency Evacuation Plan
- First Aid
- Staff Code of Conduct
- Lettings Policy

5 Roles and Responsibilities

5.1 The Employer

The Health and Safety at Work Act 1974 states that legal responsibility and thus accountability for Health and Safety lies with the employer. In the case of Sheen Mount Primary School, the employer is the London Borough of Richmond-upon-Thames (henceforth referred to as "local authority").

5.2 The School

The Governing Body, the Headteacher and the Senior Leadership Team (SLT) are responsible for ensuring that Health and Safety considerations are part of every aspect of the school's activities, that the premises and equipment used are safe and that any risks relating to their usage is properly managed.

5.2.1 The Governing Body

The Governing Body understands and fulfils its responsibilities, namely to ensure that:

- the school has effective Health and Safety Policy and Procedures that are consistent with current legal requirements, local authority policy and recognised best practice;
- Policy and Procedures are reviewed and revised as necessary; the Policy annually by the Governing body and the Procedures as required by the school;
- decisions of the Governing Body take account of, and comply with, the school's Health and Safety Policy and Procedures and the wider regulatory framework;
- the School's Risk Assessment Strategy is actively applied;
- a Link Governor for Health and Safety is appointed to take the lead on behalf of the Governing Body in monitoring the procedures and general standards, and to report at least annually to the Board;

[4] http://www.hse.gov.uk/services/education/

- the necessary resources are allocated to meet at least the mandatory minimum standards set by the local authority and all legal requirements relating to Health and Safety for schools.

5.2.2 Link Governor for Health and Safety

The role of the link governor for Health and Safety is as follows:

- Supports the review of Health and Safety Policy and Procedures and regularly monitors standards of implementation in the school;
- reports overall findings to the Full Governing Body when required and at least once a year;
- undertakes relevant training (e.g. Managing Safety, a course offered for Headteachers and Governor Chairs).

5.2.3 Headteacher and School Business Manager

Overall responsibility for Health and Safety rests with the Headteacher who is supported in managing implementation of specific arrangements by the SLT. The day-to-day operational management is a responsibility of the School Business Manager. Termly reviews take place to monitor standards and specific outcomes (inspection reports, fire-drill results, risk assessments, accident/incident reports) and to agree /follow-up on any remedial/improvement action found necessary. In particular, together they ensure that:

- all legal requirements are met and the Health and Safety Policy and Procedures adopted by the school take account of local authority policy and guidelines;
- SLT members attend mandatory Health and Safety training provided by the School or the Council;
- all staff receive appropriate training and are familiar with Health and Safety Policy and Procedures;
- allocation of particular safety duties is done in consultation with individuals concerned and relevant training is provided;
- the staff selection process takes adequate account of candidates' Health and Safety competences, having regard to the degree of supervision that will be available to the new recruits;
- the effectiveness of Health and Safety arrangements is regularly reviewed with the Link Governor;
- the standard of Health and Safety in the school is formally monitored and inspected as required, by the school and where relevant by qualified Health & Safety professionals;
- the school's Risk Assessment Strategy is actively implemented and assessment records maintained;
- risk assessments are made for events organised outside of school hours by external parties when the activity involves consideration of fire safety, safe use of the swimming pool, hazard arising from equipment brought into the school, First Aid arrangements and/or the serving of food;
- any off-site event or trip, organised by or on behalf of the school, has appropriate arrangements, including levels of supervision in line at least with minimum standards specified by the local authority to ensure the safety of participant pupils and staff;
- accidents/incidents are reported and appropriately recorded, and always followed-up;
- there are adequate arrangements for First Aid, both for school premises and for school outings and outdoor activities;

- the school has an Asbestos Management Plan, an up-to-date survey and, as relevant, post-survey removal certificates for the premises;
- twice-termly inspections of the school site are undertaken by the Headteacher or Deputy Headteacher with the School Business Manager, and School Caretaker when appropriate;

5.2.4 Fire Safety Manager

The Fire Safety Manager (FSM) is the Headteacher who is responsible for managing the Fire Marshals/Wardens, investigating the area indications on the Fire Alarm panel and liaising with the Fire Brigade. The FSM and the School Business Manager work together on the overall planning and organisation of fire safety matters. When the Headteacher is absent, the FSM is the Deputy Headteacher. Specifically, they:

- ensure that fire precautions are maintained in accordance with current standards ;
- manage fire evacuation drills to take place normally once every term, keeping detailed records and ensuring prompt follow-up action when needed;
- check at least every term that regular inspections and maintenance of fire detection and alarm systems, emergency lighting, and fire extinguishers are being carried out correctly and reports are being sent to the Headteacher;
- ensure all staff are fully aware of their responsibilities in the event of a fire and that there are nominated staff to call the Fire Brigade and meet them on arrival
- manage the appointment and training of an appropriate number of Fire Marshals/Wardens;
- ensure emergency procedures for calling the Fire Brigade are displayed prominently.

- ensure external lettings and out-of-school-hours events and clubs organisers understand their responsibilities, including managing fire evacuation procedures
- ensure contractors have their own fire safety and emergency procedures in place.

5.2.5 Teaching Staff

As employees, teaching staff are required by the local authority to be well informed on Health and Safety matters and be appropriately trained. The school expects staff to follow not only the letter but also the spirit of the law when taking reasonable care of their own safety and that of others who may be affected by what they do at work. They are strongly encouraged to contribute to a high standard of Health and Safety by notifying the School Office of any concerns (e.g. observed near misses, building faults or inadequate measures) with promptness. They are expected also to act as role models to pupils through good practice and create regular opportunities for discussion of Health and Safety matters by relating this to particular topics and areas of the curriculum.

In particular, teachers are responsible for ensuring that they:

- are familiar with the school's Health and Safety Policy and Procedures;
- are familiar with Fire Emergency Evacuation Plan and their specific responsibilities;
- attend Health and Safety training provided by the school and/or the Council;

- always take into account national, local authority, and school guidelines when planning and delivering lessons and other school activities;
- apply relevant training and pay particular attention to the Staff Code of Conduct;
- complete records as required and also prompt others to do this when appropriate (e.g. signing in and out, Medical Room log book, Visitor sign-in procedure);
- maintain good standards of housekeeping and cleanliness in all activities under their control;
- enforce the use of protective clothing or particular equipment for lessons/activities where such use is prescribed for pupils;
- maintain in safe condition special equipment for which they are responsible and make sure this is suitable for purpose;
- obtain authorisation from the Headteacher (or delegated member of the SLT) for any off-site activity for which they are responsible;
- complete approval requests and risk assessments for school trips involving overnight stays, hazardous activities or trips abroad;
- participate as required by the Headteacher in Health and Safety monitoring/inspections to assist the school to maintain a high standard of Health and Safety;
- bring to the attention of the Headteacher or other SLT member any issue concerning Health and Safety that could require action or consideration.

5.2.6 School Caretaker

The Caretaker and the School Business Manager, are together responsible to the Headteacher for management of school premises (for further detail please refer to the Health and Safety Procedures). Particular responsibilities include the following:

- weekly walk-through inspection of school premises and effecting repairs as necessary; when faults cannot be readily fixed, reporting these to the Headteacher;
- ensuring maintenance work on school premises is undertaken when trained/competent to carry out safely and, where the activity presents particular hazard (working on roofs, scaffolding, or in confined spaces such as drains or tanks), undertaken only with authorisation;
- ensuring that inspections of portable electrical equipment, fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are properly undertaken and proper records are maintained;
- ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken by specialist professionals and the appropriate records maintained;
- ensuring that statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken by the contractors and properly recorded;
- arranging that any essential corrective action following from a contractor's inspection is carried out promptly and a record kept;
- ensuring that fire equipment and systems are adequately maintained and tested and records kept;
- maintaining a register of dangerous and hazardous substances used or stored in school premises and ensuring that this register contains copies of up to date materials safety data sheets;

- ensuring that COSHH control statements are completed for those materials that require it (e.g. cleaning of school premises and control of Legionella in water systems;
- ensuring there is an up-to-date asbestos survey and, as relevant, post-survey removal certificates for the school premises with a copy kept available on-site for viewing by staff and contractors;
- assisting in assessing Health and Safety competences of prospective contractors and monitoring their standards of implementation when working onsite.

5.2.7 Inclusion Leader

The school's Inclusion Leader is responsible for:

- providing the main interface with the School Nurse;
- organising the school Medical Room so that it is well prepared for First Aid emergencies;
- arranging First Aid and refresher training for staff;

5.2.8 Trips Coordinator

An administrator in the School Office is specifically appointed to ensure that:

- records of all trip approval requests and risk assessments are kept;
- requests and detailed risk assessments for school trips are submitted as necessary for approval by the Headteacher;
- requests for trips involving overnight stays, hazardous activities or trips abroad are submitted additionally for approval to the Chair of Governors and submitted for further approval to the Royal Borough of Kingston's Outdoor Education Adviser;
- risk assessments identified as necessary by the Headteacher and/or School Business Manager (see above) are made and kept as required for events organised outside of school hours by external parties when the activity involves consideration of fire safety, safe use of the swimming pool, hazard arising from equipment brought into the school, First Aid arrangements and/or the serving of food;
- medical conditions and related medical requirements are recorded and maintained;
- up-to-date food allergy and dietary requirement information is provided to the school kitchen.

6 FIRST AID

Please see separate First Aid policy for details of the administration and recording of First Aid. The Sheen Mount first aid provision includes:

- suitably equipped first aid room
- appropriate number of regularly stocked first aid boxes
- appointed persons or trained First Aider(s) to take charge of first aid arrangements

- information for employees detailing the location of equipment, facilities and First Aiders

7 NUT AWARE

The school is nut aware. To protect our children and staff with allergies to nuts we ask that no food or products containing nuts or nut traces be brought onto the school site including snacks to be consumed before or after the school day. Ingredients of products should be checked carefully before bringing into school.

8 NO SMOKING

A no-smoking and no-vaping policy operates throughout the school site.

9 ANIMALS

Visiting animals (with the exception of guide dogs or dogs used as therapy to support pupils or staff) are not allowed anywhere on the school site unless prior permission has been granted by the Headteacher or member of the SLT.

10 OPERATIONAL MANAGEMENT OF HEALTH AND SAFETY

The school has clearly defined systems and processes which have been developed to support the Health and Safety Policy. These arrangements are set out in the Sheen Mount Health and Safety Procedures document.

11 ANNEX – CURRENT ROLE HOLDERS

Role	Name	Contact
Link Governor for Health and Safety	Maria Widdowson	Governors@sheenmount.richmond.sch.uk
Headteacher	Tom Holmes	info@sheenmount.richmond.sch.uk or headteacher@sheenmount.richmond.sch.uk
Inclusion Leader	Laura Jeffery	info@sheenmount.richmond.sch.uk
School Business Manager	Debbie Canner	sbm@sheenmount.richmond.sch.uk
Educational Visits Coordinator	Maria O'Brien	mobrien@sheenmount.richmond.sch.uk
Trips Coordinator	Clare Brivati	trips@sheenmount.richmond.sch.uk
Caretaker	Anthony Morris	info@sheenmount.richmond.sch.uk
Teaching staff	Please consult the school website for an up to date list of the school's teaching staff.	